



Managing the Momentum  
City of Norfolk  
**Compensation Plan (FY2006)**

5/13/05 sb

Form CCO-00

Form and Correctness Approved:

Contents Approved:

By

Office of the City Attorney

NORFOLK, VIRGINIA

By  
DEPT.

**ORDINANCE No. 41,842**

R-16

AN ORDINANCE APPROVING AND ADOPTING THE FISCAL YEAR 2006 COMPENSATION PLANS FOR OFFICERS AND EMPLOYEES OF THE CITY, AMENDING AND REORDAINING PERSONNEL PROVISIONS OF THE CITY CODE, APPROVING CRITERIA AND PROCEDURES FOR PAY SUPPLEMENTS FOR CERTAIN CONSTITUTIONAL AND STATE OFFICERS AND THEIR EMPLOYEES AND AUTHORIZING THE EXPENDITURE THEREFOR OF FUNDS PREVIOUSLY APPROPRIATED.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- General Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2006 General Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2005 General Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 2:- Senior Management Compensation Plan. That, effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2006 Senior Management Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year, 2005 Senior Management Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 3:- Executive Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2006 Executive Compensation Plan of the City of Norfolk, a copy of which is



attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2005 Executive Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 4:- Law Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in fiscal year 2006 Law Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2005 Law Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 5:- Council Appointee Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers of the City, as set forth in the fiscal year 2006 Council Appointee Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2005 Council Appointee Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 6:- Fire-Rescue Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2006, Fire-Rescue Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supercede and replace the fiscal year 2005, Fire Compensation Plans of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 7: - Police Compensation Plan. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2006, Police Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of said plan, as set

forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supercede and replace the fiscal year 2005, Police Compensation Plans of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 8: - Constitutional and State Officers and Employees. That effective on and after July 1, 2005, and until otherwise changed by the Council, the pay ranges of various Constitutional and State officers and their employees, as set forth in this ordinance and its attachments, are hereby approved and adopted. This ordinance and its attachments, as they pertain to said officers and employees shall supersede and replace the fiscal year 2005 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 41,411, enacted May 18, 2004.

Section 9:- That the Council shall have the right at any time to change the pay ranges, rates of pay, regulations and supplements set forth in any of the compensation plans or supplemental pay schedules adopted in the body of this ordinance or its attachments. Moreover, because the City salary supplements are only intended to grant the Constitutional officers and their officers and employees parity with City employees, whenever the State Compensation Board authorizes an increase to their salaries during the life of this ordinance, the City Manager shall apply that increase to the employee's State Compensation Board authorized salary, and if appropriate so as to maintain parity, decrease or even eliminate the City's supplement.

Section 10: - That notwithstanding the provisions of any ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, the officers and employees of the various Constitutional and State offices whose salaries the City funds, regardless of whether the City funds 100% of their salaries or some smaller percentage and regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, shall not be officers and employees of the City or eligible for any of the various rights that inure to the status of City employment, classified or otherwise. Unless their position is created and authorized by the Council of the City of Norfolk or in some cases, the City Manager or the City Attorney, and such creation is implemented in accordance with the charter provisions, ordinances, rules and regulations governing employment with the City, such individuals working within such offices are not and shall not be deemed officers and



employees of the City of Norfolk, but instead are and shall be deemed at will employees of the various Constitutional and State officers and offices, and they shall not, among other things, have any rights to utilize the City of Norfolk's Employee Grievance Procedure. All attorneys licensed to practice law in Virginia or elsewhere who are either in the employment of the City or receiving salaries funded entirely by the City but employed by a Constitutional Officer shall be under the ultimate direction and control of the City Attorney and shall serve at his will, or in the case of non-City employees whose positions are entirely funded by the City, shall receive their City-funded salaries at his will, regardless of their actual employer.

Section 11:- That nothing contained in this ordinance is intended to or shall alter the employment status of any persons who are not officers or employees of the City of Norfolk. Moreover, notwithstanding any other ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, all references to the officers and/or employees of the City, as those words are used occasionally within this ordinance, shall only mean those individuals who have attained City employment, regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, through the usual and regular employment procedures of the City of Norfolk, and who lawfully hold: (i) City positions exempt from the classified service as identified in section 114 of the Charter of the City; (ii) City positions lawfully classified pursuant to section 111 of the Charter by the Civil Service Commission of the City; or (iii) City positions exempt from either the classified or the unclassified service as identified in section 114.1 of the Charter of the City.

Section 12:- That Chapter 2, 2.1 and Section 37-26.1 of the Norfolk City Code 1979, concerning personnel matters, are hereby amended and reordained so as to repeal portions of Chapter 2 and revise portions of Chapter 2.1 and Section 37-26.1 the revisions numbered and reading as follows:

A) That Sections 2-66 through 2-114, comprising Divisions 2, 3 and 4 of Article II and Sections 2-131 through 2-134 comprising all of Article III of Chapter 2 of the Norfolk City Code, 1979, are hereby repealed.

B) That Section 2-52, concerning civil leave, is hereby amended and reordained to be numbered and to read as follows:

(a) Pursuant to Section 18.2-465.1 of the Code of Virginia, 1950, as amended, no employee of the City who is summoned to serve on jury duty or summoned or subpoenaed to appear in any court of law or equity, except if a defendant in a criminal case, or who, having thus appeared, is required in writing by the court to appear at any future hearing, shall be discharged from City employment or have any adverse personnel action taken against him, and he shall not be required to use sick leave or annual leave, so long as he gives reasonable notice of such court appearance or summons. No City employee summoned to serve on jury duty shall be required to work on the calendar day of his service on a jury.

(b) Police officers required to appear in court under the circumstances of this section and when they are not working on a regular tour of duty shall be governed by the applicable provisions of the regulations for administration of the compensation plan of the City to the extent they are not inconsistent with sub-section (a) above.

(c) Civil leave not to exceed one hour, may also be granted for the purpose of voting in any local, state or federal election, when it is established that normal working hours would otherwise prevent such activity.

(d) Any payment an employee receives from the courts or pursuant to law for service on a jury or attendance at court under the circumstances set out in sub-section (a) above may be retained by the employee.

C). That Chapter 2.1 of the Norfolk City Code, 1979, is hereby amended and reordained in its entirety so as to revise the following sections and to add the following sections and articles, to be numbered and to read as follows:

Sec. 2.1-1.1 Advertisements for employment -  
classified service.

(a) Vacancies within positions classified by the Civil Service Commission and all competitive examinations related to them shall be advertised for at least ten (10) days in advance in a manner reasonably likely to provide general notice to the public of such vacancies.



(b) The manner of advertising may include, but is not limited to, advertising in or on: at least one newspaper of general circulation published in the City of Norfolk; the Internet; and, in certain limited circumstances authorized within this article, the City Intranet.

Sec. 2.1-1.2 Internal Promotion.

(a) With the approval of the city manager, the director of human resources may, after written certification to the Civil Service Commission stating that competition limited to individuals already employed by the City should allow enough competition to provide an adequate pool of qualified candidates for a particular vacancy in the classified service under the circumstances, proceed to advertise for that vacancy through the City's Intranet only, so as to create a pool of candidates from current City employees only.

(b) Such advertisement shall be done pursuant to all the other rules for advertising classified positions as set out in this article.

(c) The director of human resources by written certification to the city manager and the Civil Service Commission may thereafter advertise such a vacancy in the usual process if she determines that, contrary to expectation, the pool of applicants initially created by internal advertisement failed to provide an adequate pool of qualified candidates. In such circumstances, the existing applicants will be considered with any additional ones pursuant to the usual Civil Service Commission Rules, as amended, governing the certification of competitors to eligible lists.

Sec. 2.1-2. In general.

(a) The city manager or the council may create and delete regular, full-time positions and special project or substitute positions. The city manager shall create and delete such vacant positions only under the circumstances and after satisfying the requirements described in this article.

(b) The city manager shall act pursuant to this article only through regulations and instruments consistent

with this chapter and this article and certified as required by this article.

(c) The director of human resources shall track and report to the city manager or the City Attorney upon request the total number of positions created or deleted without an ordinance during the fiscal year. The report shall certify the total number of positions at the time of the request, and reconcile that number with the number of positions initially set forth and funded by council in the annual compensation plan and appropriations ordinances as of the start of the fiscal year. The director shall explain in the report any difference between the two (2) numbers.

(d) The provisions of this article shall apply to sworn law enforcement officers in the department of police and sworn members of the department of fire and paramedical services.

Sec. 2.1-3. Creation of vacant positions.

(a) The city manager may only create vacant positions pursuant to this article through a written instrument executed by the city manager after the availability of the necessary funds is certified on the face of the instrument by the director of finance or his designee, pursuant to Charter section 72. The regulations and the form of the instrument to be used for creating positions shall be approved as to form and correctness by the city attorney or his designee pursuant to Charter section 53.

(b) The city manager shall not create a new position within a department if the creation of a new position will: (i) require the expenditure of funds from that department's personal services account in excess of the total sum appropriated for personal services within that department for the fiscal year; or (ii) require the expenditure of funds from the city manager's staffing and organizational redesign reserve account in excess of the total sum approved therefor by the council at the start of the fiscal year.

Sec. 2.1-4. Deletion of vacant positions  
by the city manager.

(a) The city manager may only delete existing vacant positions pursuant to this article through a written



instrument created and executed by the city manager. The regulations and the form of the written instrument to be used for deleting existing vacant positions shall be approved as to form and correctness by the city attorney or his designee pursuant to Charter section 53.

(b) The city manager's deletion of vacant existing positions from a department shall not exceed ten (10) percent of the total positions authorized for that department at the beginning of the fiscal year, unless first approved by the council through a resolution or ordinance.

ARTICLE V.  
SPECIAL PROJECT,  
LIMITED TERM EMPLOYMENT, AND  
PART-TIME EMPLOYMENT.  
DIVISION I.  
SPECIAL PROJECT AND  
LIMITED TERM EMPLOYMENT.

Sec. 2.1-10. Definitions.

(a) Generally. Certain terms used in this division shall have the meanings ascribed to them in this section, unless clearly indicated to the contrary.

(b) Special project employee. The term "special project employee" means an employee appointed for employment on projects or programs, who is qualified or eligible for appointment to the position in the classified service of the city. Special project employment may be for an unlimited term.

(c) Substitute employee. The term "substitute employee" means an employee appointed for a term not to exceed twelve (12) months, to fill an interim vacancy left by the absence of a permanent employee on military, educational or other extended leave or to fill an interim vacancy left by the appointment of a permanent employee to fill another position on an interim basis; and every such substitute employee shall be qualified or eligible for appointment to such position in the classified service of the city.

(d) Temporary employee. The term "temporary employee" means an employee appointed for a term not to exceed six (6) months.

(e) Trainee employee. The term "trainee employee" means an employee appointed for a term not to exceed twenty-four (24) months, who at the time of his or her employment is not qualified or eligible for appointment to the position for which he or she is to be trained.

Sec. 2.1-11. Appointment of special project or limited term employees; application of article.

(a) The city manager, when authorized by ordinance, or in the case of substitute employees by either a writing created and executed by the city manager or by ordinance, may appoint persons to positions of limited term employment in the service of the city, which persons shall not be members of the classified or unclassified service and shall be identified as temporary, intermittent temporary, substitute or trainee employees. The conditions of employment, rights, benefits and limitations of persons appointed pursuant to this section shall be as prescribed in this division, unless otherwise specifically provided by ordinance, or in the case of substitute employees in either a writing created and executed by the city manager or by ordinance.

(b) The city manager, when authorized by either a writing created and executed pursuant to this article or when authorized by ordinance, may appoint persons to positions of special project employment or substitute employment in the service of the city, which persons shall not be members of the classified service under any circumstance, nor members of the unclassified service unless the writing or the ordinance so directs. The conditions of employment, rights, benefits and limitations of persons appointed pursuant to this subsection shall be as prescribed in this article, unless otherwise specifically provided in the writing or ordinance.

Sec. 2.1-12. General restrictions on limited term employment.

In no event shall successive employments in any of the categories of limited term employment defined in section



2.1-10 or the employment of any person for a greater period than that specified for the type of limited term service for which he or she is employed, or the employment of any person in more than one of such categories of limited term service, or the transfer of any person from one category to another category of limited term service for the purpose of continuing or lengthening his or her term of employment, be allowed.

Sec. 2.1-13. Qualifications and eligibility.

The qualifications and eligibility for employment of substitute and special project employees shall be equivalent to those required by the civil service commission for appointment to comparable positions in the classified service of the city, unless otherwise specifically provided by ordinance or by a writing created and executed by the city manager. Trainee positions shall be created by ordinance as adjuncts to such principal positions in the classified service of the city as may be appropriate, and the qualifications and eligibility of persons for appointment to such positions shall be as provided by ordinance. The qualifications and eligibility for employment of temporary and intermittent temporary employees shall be as determined by the city manager, unless otherwise specifically provided by ordinance.

Sec. 2.1-14. Creation of new job classifications.

In the event that a job classification does not exist in the classification plan of the city for a position to which a person is to be appointed pursuant to this division, the civil service commission shall create such a classification in the same manner as classifications for the classified service are established; provided, however, that the appointment of a person pursuant to this division to such a position shall not constitute him or her a member of the classified service of the city.

Sec. 2.1-15. Status, compensation and term of service.

The status, compensation and term of service of persons appointed pursuant to this division shall be fixed by the ordinance creating their positions or authorizing their appointment, except in the case of special project employment, when they shall be fixed by a writing created

and executed by the City Manager or by ordinance. However any permanent employee who is a member of the classified service immediately before his or her appointment, not on probation, and who is appointed for a term as a substitute or special project employee, shall retain all of the rights and benefits of classified status, and upon the expiration of such term of substitute or special project service, shall be entitled to resume his or her service in a classified position of no lesser rank than that held immediately prior to such substitute or special project service.

Sec. 2.1-16. Register; personnel records.

A separate register of all persons appointed pursuant to this division shall be maintained, and the individual personnel records of such employees shall reflect their employment status and the ordinance or executed writing by which their positions were created or their employment was authorized.

Sec. 2.1-17. Leave.

Trainee, substitute and special project employees shall be entitled to the same leave benefits that are provided for members of the classified service of the city, unless otherwise specifically provided by ordinance, or in the case of special project or substitute employees, by an ordinance or a writing created and executed by the City Manager. Temporary and intermittent temporary employees shall not be entitled to leave benefits, unless otherwise specifically provided by ordinance.

Sec. 2.1-18. Insurance benefits.

No person appointed pursuant to this division, except substitute and special project employees who, immediately prior to their appointment in such capacity, were permanent members of the classified service and not on probation, shall be entitled to participate in health insurance programs made available to permanent, full-time city employees, unless specifically provided by ordinance, or in the case of substitute or special project employees, by an ordinance or a writing created and executed by the City Manager.



Sec. 2.1-19. Membership in retirement system.

(a) No persons whose employment is authorized pursuant to this division, except substitute and special project employees who, immediately prior to their appointment in such capacity, were permanent members of the classified service and not on probation, shall be members of or entitled to any benefits in the employees' retirement system of the city, unless specifically provided by ordinance or in the case of special project employees, by an ordinance or a writing created and executed by the City Manager.

(b) Pursuant to Section 37.1-26.1 of this Code, as amended, unless the Council or the City Manager indicate otherwise by ordinance or writing, special project employees shall not become members of the employees retirement system of the City until they have completed two (2) consecutive years of service. In authorizing membership before completion of two (2) consecutive years, the City Manager must indicate in the writing creating the position that the position is intended to be for a long, indefinite term or permanent.

Sec. 2.1-20. Discipline.

All persons appointed pursuant to this division, except officers in the departments of police and fire subject to the provisions of section 63 of the Charter, shall be subject to the disciplinary rules of the civil service commission applicable to general employees of the city.

Sec.2.1-21. Dismissal.

All persons appointed pursuant to this division, except substitute and special project employees who, immediately prior to their appointment in such capacity, were permanent members of the classified service and not on probation, shall serve at the will of the city manager, and shall be subject to dismissal by him or her upon such conditions as he may prescribe, unless otherwise specifically provided by ordinance.

Sec. 2.1-22. Grievance procedure.

All persons appointed pursuant to this division shall be entitled to utilize the city's grievance procedure; provided, that the demotion or dismissal of any such employee shall not be grievable thereunder.

DIVISION 2.  
PART-TIME EMPLOYMENT

Sec. 2.1-23. Appointment generally; application of division.

The city manager may appoint persons to positions of employment in the service of the city which require fewer work hours than those required of full-time employees, to be designated as permanent part-time employees or casual part-time employees. The conditions of employment, rights, benefits and limitations of persons appointed pursuant to this section shall be as prescribed in this division.

Sec. 2.1-24. Permanent part-time employees--  
Defined; membership in classified  
service; method of appointment.

Permanent part-time employees shall be those appointed to positions requiring twenty (20) or more regularly scheduled hours of work per week, and service during at least thirty-six (36) calendar weeks each calendar year. Such employees shall be members of the classified service of the city and shall be certified as eligible by the civil service commission and appointed in the same manner as full-time members of the classified service.

Sec. 2.1-25. Same--Probationary period; disciplinary  
action or discharge.

Permanent part-time employees shall serve a probationary period of six (6) months before appointment or promotion is made complete, during which they may be discharged or reduced at the will of the city manager. After such period of probation, they shall not be reduced in rank, removed or discharged except in accordance with the provisions of section 112(7) of the Charter. Such employees, except officers in the departments of police and fire subject to section 63 of the Charter, shall be subject



to the disciplinary rules of the civil service commission applicable to general employees of the city.

Sec. 2.1-26. Same--Leave and retirement benefits.

Permanent part-time employees shall be entitled to leave benefits and shall be entitled to participate in health insurance programs made available to permanent members of the classified service in the proportion which their hours of work bear to that of full-time members of the classified service. Beginning January 1, 1997, such employees shall be members of or entitled to benefits of the employees' retirement system of the city in the proportion which their hours bear to that of full-time members of the classified service.

Sec.2.1-27. Periodic part-time employees--Defined;  
not members of classified or  
unclassified service; compensation.

Periodic part-time employees shall be those employed for not more than nineteen and one-half (19.5) or less than five (5) hours of regularly scheduled service per week, on a periodic or recurrent basis, and for service for some periods during at least twenty-seven (27) calendar weeks during a calendar year. Such employees shall not be members of the classified or unclassified service, and shall receive such compensation as is provided for by the ordinance authorizing their employment or the compensation plan of the city.

Sec. 2.1-28. Same--Method of appointment;  
qualifications; duration of service;  
employee benefits.

Periodic part-time employees shall be appointed by the city manager and shall have such qualifications as may be determined by the city manager. Such employees shall not be entitled to any leave benefits except such sick leave benefits as may be provided for in section 2-50 of this Code, funeral leave benefits as provided in section 2-53 of this Code, to the extent of their scheduled work hours during the period covered and birthday holiday leave, as provided for in section 2-48(11). Periodic part-time employees shall not be members of or entitled to any benefits under the employees' retirement system of the city; and shall serve at the will of the city manager.

Sec. 2.1-29. Intermittent part-time employees--  
Defined; not members of classified or  
unclassified service; compensation.

Intermittent part-time employees shall be those employed for indeterminate, fluctuating periods of hourly service, whose hours of work are not regularly scheduled, and who shall in no event work more than one thousand forty (1,040) hours during a twelve-month period of time. Determinations of hourly service for such employees must be based upon a department's actual operational needs. Such employees shall not be members of the classified or the unclassified service of the city and shall receive such compensation as is provided for by the ordinance authorizing their employment or the compensation plan of the city.

Sec.-2.1-30. Same--Qualifications and eligibility;  
employee benefits; etc.

The qualifications and eligibility of persons for employment as intermittent part-time employees shall be determined by the city manager. Such employees shall not be entitled to any leave or other benefits, shall not be entitled to utilize the city's grievance procedure, shall not be members of or entitled to any benefits under the employees' retirement system of the city, and shall serve at the will of the city manager.

Sec. 2.1-31. Casual part-time employees--Defined;  
not members of classified or  
unclassified service; method of  
appointment; compensation.

Casual part-time employees shall be those employed for indeterminate, infrequent periods of hourly service and whose hours of work are not regularly scheduled, and who shall in no event, work more than twenty (20) hours per week. Persons who are regularly scheduled to work on a continuing basis shall not be characterized as casual part-time employees. Such employees shall not be members of the classified or the unclassified service of the city, and shall be appointed in such manner and shall receive such compensation as the ordinance authorizing their employment provides.



Sec. 2.1-32. Same--Qualifications and eligibility;  
employee benefits; etc.

The qualifications and eligibility of persons for employment as casual part-time employees shall be determined by the city manager. Such employees shall not be entitled to any leave or other benefits, shall not be entitled to utilize the city's grievance procedure, shall not be members of or entitled to any benefits under the employees' retirement system of the city and shall serve at the will of the city manager.

Sec. 2.1-33. Same--Register; personnel records.

A separate register of all persons employed as casual part-time employees shall be maintained, and the individual personnel records of such persons shall reflect their employment status and the ordinance by which their employment was authorized.

ARTICLE VI.  
DIRECTOR OF HUMAN RESOURCES  
PERSONNEL MATTERS.  
DIVISION I.  
Director of Human Resources

Sec. 2.1-34. Created.

Pursuant to the provisions of section 52 of the Charter, an administrative department of the city is hereby created to be known as the department of human resources.

Sec. 2.1-35. Director as department head.

The head of the department of human resources shall be known as the director of human resources.

Sec. 2.1-36. Duties of director.

Except as otherwise provided by the Charter and other laws of the state, and subject to the supervision and control of the city manager in all matters, the director of human resources shall be charged with the administration of the affairs of his or her department, shall be in charge of all matters relating to the recruiting, in-service training, transfers, vacations and sick leaves of all the employees of the city who are appointed or employed by the

city manager, and all other matters pertaining to such employees as relate to their service with the city which may be prescribed from time to time by the city manager, and shall perform such other duties as may be prescribed by the city manager or by the council.

Sec. 2.1-37. Bureaus created.

There shall be in the department of human resources the following bureaus:

(1) Bureau of training and development. The bureau of training and development shall be charged with citywide employment training and with the responsibility for overseeing effective implementation of the performance management system. The purpose of this bureau is to promote and enhance creative leadership and to promote and enhance performance and productivity. The head of the bureau of training and development shall be a human resources manager, whose duties and responsibilities shall be as prescribed by the director of human resources, the city manager, or by ordinance.

(2) Bureau of classification, pay and employee records. The bureau of classification and employee records shall be charged with the development and maintenance of a position classification system, in accordance with the rules of the municipal civil service commission, the development and maintenance of general and executive compensation systems, including rules and regulations for the administration of such systems, and for the maintenance of a position control system, which specifies and monitors the complement of city positions authorized by the city council. The division shall also be responsible for maintaining computerized personnel history records for all employees of the city, including those reflecting payroll transactions, employee leave program administration, and for assisting with the preparation and monitoring of the departmental budget. A human resources manager shall be the head of the division of classification, pay and employee records, and his duties shall be such as may be prescribed by the director of human resources, the city manager, or by ordinance.

(3) Bureau of recruitment and employment. The bureau of recruitment and employment shall be responsible for the development of recruitment strategies, testing and



selection procedures and the referral of applicants for employment in accordance with civil services commission rules. The development and administration of assessment procedures for determining the qualification of applicants, for employment and promotion, the investigation of applicant backgrounds and personal histories, the administration of the city's affirmative action plan and equal employment opportunity program and the processing of complaints filed thereunder shall be included within the responsibilities of this bureau. The bureau shall also be responsible for the continued development and expansion of the city's volunteer program and the administration of any special projects which may be assigned, to the department of human resources. The head of the bureau of recruitment and employment shall be a human resources manager, whose duties shall be such as may be prescribed by the director of human resources, the city manager, or by ordinance.

(4) Reserved.

Sec. 2.1-38. Authority to obtain criminal history record information.

(a) In the conduct of investigations of applicants for city employment, whenever in the interests of public welfare or safety it is necessary to determine whether the past criminal conduct of an applicant with a conviction record would be compatible with the nature of the employment under consideration, the director of human resources is hereby authorized, pursuant to Virginia Code section 19.2-389(7), as amended, to request the chief of police to obtain the criminal history record of such applicant from any appropriate source, including the Virginia Criminal Records Exchange or the records of his own department, and the chief of police is hereby authorized to obtain and disseminate such criminal history record information to the director of human resources.

(b) Past criminal conduct shall not automatically disqualify applicant from employment, and the information obtained as provided above in subsection (a) is to be considered only in instances when it is specifically relevant to the particular employment sought. A permanent record shall be kept of all applicants whose criminal history records are reviewed pursuant to this section.

DIVISION 2.  
EMPLOYEE RELATIONS.

Sec. 2.1-39. Consideration of employment matters  
with annual budget.

It is the policy of the city to consider, with each annual budget, the wants and needs of both its employees and its citizens concerning public employment matters. Specifically, the city manager is directed to precede his or her annual budget recommendation with active attention to those interests as they may bear on compensation, benefits, working conditions, manning levels and efficiency. Upon submitting his budget recommendation, the city manager shall also submit a detailed report to the council describing his compliance with the obligations prescribed in this division.

Sec. 2.1-40. Rules and regulations of city manager.

The city manager shall make and promulgate such additional rules and regulations as may be necessary to carry out the policy stated in this division.

Sec. 2.1-41. Employee committees generally.

(a) The city manager shall arrange for the creation of employee committees in each department, or subdivisions thereof, or in groupings of departments, to complement the communications described in this division. Only active, regular, full-time employees are eligible to vote and to serve on such committees. The size, form and tenure of the committees shall be prescribed by the city manager, subject to the minimum standards established herein. Committees shall consist of at least three (3) and no more than six (6) members. The city manager shall conduct elections through some neutral agency and shall not permit a committee to sit more than three (3) years without standing for election; may appoint replacement members for employees resigned or removed, pending election; and may appoint additional committee members in excess of the six (6) prescribed above, not to exceed one-half the original number, if the election for a committee unfairly excludes spokesmen for a distinct unit or type of employees.

(b) The employee committees shall establish their own officers and procedures. No meetings of a committee shall



be on paid time, unless called as such by the city manager. The committees shall meet and confer with the city manager or his designee, as prescribed in section 2-69 and, in addition, shall be available for further consultation with the city manager or his designee.

Sec. 2.1-42. Meetings of city manager with employee committees.

(a) The city manager, or his or her designee, shall meet with all employees in the various municipal departments through their appropriate employee committees, to discuss the subjects listed in section 2-66 and matters reasonably related thereto. To facilitate an orderly discussion, all such meetings shall be pursuant to reasonable notice and, as far as practicable, in accordance with a published agenda.

(b) The city manager shall submit to the council, with his or her budget recommendations, the agenda, dates, frequency, duration, procedures, employee groupings and location of the meetings required by this section, including a brief resume of matters discussed and his reasons for final action; provided, that:

(1) He or she may initiate means other than the procedures prescribed by this division for communicating with supervisors and managers or may include all or some such persons in the employee meetings.

(2) He or she shall schedule three (3) meetings per fiscal year with each employee committee. Such meetings shall be no less than ninety (90) days apart and of no more than three (3) hours each. He shall not be obligated to conduct more than three (3) such paid meetings during any fiscal year.

(3) Only active, regular, full-time municipal employees may participate in the meetings prescribed herein; however, they shall endeavor to present the views of all employees.

(4) Subject to the law and to reasonable rules of order as the city manager may prescribe for such meetings, eligible employees shall be free to speak

their minds on the topics without any fear or threat of reprisal.

(5) All budget-impact material which is received or discussed after January thirty-first of any year shall be considered to apply to the budget next following the budget which is in active preparation or is before the council for its consideration.

Sec. 2.1-43. Work stoppages.

(a) In accordance with the provisions of Virginia law, employees or employee groups shall not engage in or encourage any work stoppage. For the purposes of this section, the term "work stoppage" includes, but is not limited to, a concerted failure to report for work, the willful absence from one's position or job assignment, the stoppage of work or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment by an employee, for the purpose of inducing, influencing or coercing a change in the conditions, compensation or the rights, privileges or obligations of employment. Failure to perform one's duty by respecting any picket line shall be considered participation in a work stoppage prohibited by this section. Nothing contained in this section shall be construed to limit, impair or abridge the right of any employee to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of his employment betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment.

(b) In addition to the sanctions against individual employees provided by section 40.1-55 of the Code of Virginia, if an employee or employee group shall give the city manager reasonable cause to believe that any violation of subsection (a) hereof has occurred, then the city manager shall request the city attorney to effect such restraints and sanctions as the city manager shall deem advisable, such as:

(1) Apply to any court of competent jurisdiction for enforcement of this section and section 40.1-55 of the Code of Virginia and other appropriate relief, including judicial sanctions for contempt, if necessary; and/or



(2) Suspend, discharge or take other disciplinary action against employees. In taking action pursuant to this subparagraph, the city shall not be required to exact equal discipline on all striking employees, but may impose equitable discipline to avoid crippling public services; and/or

(3) If the city or the public welfare is injured by reason of a violation of this section, the city may sue in any court of competent jurisdiction, and shall recover damages sustained by the city or the public welfare and the costs of such suit; and/or

(4) Immediately revoke any privileges that may have been received by the employee or employee group pursuant to this division.

(c) Nothing contained in this section shall limit the rights and remedies of the city under any state or federal law or before any court or tribunal of competent jurisdiction.

Sec. 2.1-44. Division does not grant legislative power or authority to negotiate.

Nothing in this division shall ordain any committee, committee member or employee group with legislative power or the authority to negotiate.

Sec. 2.1-45. Division not deemed inconsistent with state law, powers of civil service commission, etc.

Nothing in this division shall be deemed to be inconsistent with:

(1) Section 40.1-55 of the Code of Virginia, concerning prohibitions of strikes by public employees.

(2) The duties and powers of the civil service commission, as stated in sections 110 to 125 of the Charter.

(3) The employee grievance procedure required by section 15.1-7.1 of the Code of Virginia.

(4) The powers of the city, as prescribed in its Charter, to set the terms of employment for its employees, in the public interest.

D). That Section 37-26.1 of the Norfolk City Code, 1979, is hereby amended and reordained to be numbered and to read as follows:

Sec. 37-26.1. Special project employees.

(a) Notwithstanding any other provisions of this chapter, on and after January 1, 1982, special project employees, as defined in section 2.1-10 of this Code, who have completed two (2) consecutive years of service with the city on said date, and special project employees after said date when they complete either two (2) consecutive years of service or a shorter period if authorized by Council or the City Manager pursuant to Section 114.1 of the Charter or Chapter 2.1 of the City Code, as amended, shall become members of the employees' retirement system of the city. No prior service credits shall be allowed for special project employment.

(b) The director of the department of human resources shall certify to the executive secretary of the retirement system every special project employee who on January 1, 1982, is eligible to become a member of the system pursuant to the provisions of this section and shall thereafter notify the executive secretary of the employees' retirement system as each special project employee becomes eligible for membership. The director's notice shall include a copy of the ordinance or City Manager's writing that created the employment.

Section 13:- Commonwealth's Attorney. Whereas, it is the desire of the Council of the City of Norfolk and of the Commonwealth's Attorney of the City of Norfolk that the Compensation of certain officers and employees of the Commonwealth's Attorney which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1627.1 be supplemented, and

Whereas, Virginia Code §15.2-1605.1 authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and



Whereas, the supplementation of the compensation of officers and employees of the Commonwealth's Attorney is not intended to and shall not constitute them employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the Commonwealth's Attorney and certain of his employees; now, therefore, the Council ordains as follows:

(A) The compensation of the officers and employees of the Commonwealth's Attorney employed in positions designated by the job titles identified in the Attachments to this ordinance shall be supplemented by the payment to them of compensation within the pay ranges set opposite each of their job titles, established in the Attachments.

(B) The Commonwealth's Attorney shall receive a July 1, 2005 wage increase of 4%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2005 - 2006.

(C) Every officer or employee of the Commonwealth's Attorney whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(D) The Commonwealth's Attorney, whenever the compensation of an officer or employee of the Commonwealth's Attorney is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the supplemented salary, shall take immediate action to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(E) Any compensation paid in accordance with this ordinance to an officer or employee of the Commonwealth's Attorney in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City appropriated for that purpose in the annual appropriations ordinance for fiscal year 2005-2006.

(F) The administration and computation of supplements pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) The increment date for the Commonwealth's Attorney and each officer or employee of the Commonwealth's Attorney for purposes of the supplements under this ordinance will be July 1<sup>st</sup>.

(2) Officers and Employees of the Commonwealth's Attorney whose job titles are identified in Attachments to this ordinance shall be eligible to receive an increase in salary within the pay grade to which their position title is assigned, at the discretion of the Commonwealth's Attorney, subject to the availability of funds appropriated by this ordinance for such purpose.

(3) No salary increase under this Section shall exceed the maximum rate of an employee's pay grade.

(4) When an officer or employee of the Commonwealth's Attorney whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Commonwealth's Attorney, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2005 - 2006 fiscal year and authorized by this ordinance to be expended for the Commonwealth's Attorney's supplements.

(5) The Commonwealth's Attorney shall provide to the City's Director of Human Resources, on or before June 1, 2005 a list of all officers and employees occupying positions with job titles identified in Attachments to this ordinance, by name, job title and salary. Any appropriations made to fund this ordinance and payments made pursuant to such appropriations are conditioned upon the maximum number of positions within each job title identified in Attachments to this ordinance not being increased without prior approval by the City Manager.

(G) The purposes of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of the officers and employees of the Commonwealth's Attorney's Office, as authorized by Virginia Code §15.2-1605.1. Nothing contained herein or in any City Compensation Plan shall alter the status of such persons as officers and employees of the Commonwealth's Attorney, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(H) In order to provide funds for the payment of an increase to the compensation supplements of the officers and employees of the Commonwealth's Attorney affected by this



ordinance, the sum of \$ 111,174 is hereby authorized to be expended from funds previously appropriated for general government in the general appropriations ordinance for the fiscal year 2005 - 2006.

(I) The compensation of officers or employees of the City, if any, assigned to the supervision of the Commonwealth's Attorney shall be governed solely by the applicable City Compensation Plan.

Section 14:- Commissioner of the Revenue. Whereas, it is the desire of the Council of the City of Norfolk and of the Commissioner of the Revenue that the compensation of the Commissioner of the Revenue and certain of her officers and employees which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.3-1636.1 be supplemented; and

Whereas, Virginia Code §15.2-1605.1 authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the Commissioner of Revenue and of certain officers and employees of the Commissioner of the Revenue; now, therefore, the Council ordains as follows:

(A) Every officer or employee of the Commissioner of Revenue whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(B) Every officer or employee of the Commissioner of the Revenue whose compensation is fixed by the Compensation Board at a sum higher than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title, (or, in the case of such Constitutional Officers' employees or officers whose classifications do not correspond to City class titles, at a sum higher than the compensation to which they would otherwise be entitled through the normal application of the applicable City Compensation Plan regulations), shall be paid only the compensation fixed by the Compensation Board.

(C) Every officer or employee of the Commissioner of the Revenue whose compensation is fixed by the Compensation Board at a sum less than that fixed in accordance with the regulations

for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title, (or, in the case of such Constitutional Officers' employees or officers whose classifications do not correspond to City class titles, a sum less than the compensation which they would otherwise receive through the normal application of the applicable City Compensation Plan regulations), shall be paid the same compensation as said City employee (or, in the case of a Constitutional Officer's employee or officer whose classification does not correspond to a City class title, shall receive the compensation payable through the normal application of the applicable City Compensation Plan regulation).

(D) The compensation of the Commissioner of the Revenue shall be supplemented by a July 1, 2005 wage increase of 4%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for the fiscal year 2005 - 2006. Supplementation for the Commissioner of the Revenue shall be within the pay range specified as COF 011 in the Attachments to this ordinance.

(E) The Director of Human Resources, whenever the compensation of an officer or employee of the Commissioner of the Revenue is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the amount payable under this Section of this ordinance, shall take immediate action to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board. Said Director also shall periodically review the compensation of officer or employees of the Commissioner of the Revenue and shall bring to the attention of the City Manager any increases required by this Section, to be made effective on the date as determined in accordance with this Section of this ordinance.

(F) Any compensation paid in accordance with this ordinance to an officer or employee of the Commissioner of the Revenue in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City.

(G) Annual increment dates for the officer and employees of the Commissioner of the Revenue shall be on their pay increment anniversary date, to be determined as follows: The anniversary date for all such officers and employees hired prior to December 1, 1996 shall be December 1, the first of which December 1 anniversary dates being the December 1 next following their initial employment or December 1, 1992, whichever date is later, and shall be the first day of the month of initial



employment for all such officers and employees hired on or after December 1, 1996, regardless of any putative annual increment date otherwise established by the Compensation Board.

(H) The funds for the payment of the compensation supplements of the officers and employees of the Commissioner affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for the fiscal year 2005 - 2006.

(I) The compensation of officers or employees of the City, if any, assigned to the supervision of the Commissioner of the Revenue shall be governed solely by the applicable City Compensation Plan.

(J) The purpose of this ordinance and of the criteria and procedures it establishes is solely to supplement the compensation of certain employees of the Commissioner of the Revenue with funds of the City, as authorized by Virginia Code §15.2-1605.1. Nothing contained herein, or in any City Compensation Plan shall alter the status of such persons as officers or employees of the Commissioner of the Revenue, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

Section 15:- Sheriff. Whereas, it is the desire of the Council of the City of Norfolk and of the Sheriff of the City of Norfolk, that the compensation of certain officers and employees of the Sheriff which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-11609.2, be supplemented, and

Whereas, Virginia Code §15.2-1605.1, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of the Sheriff is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, in consideration for such compensation supplementation, the Sheriff has agreed to pay over to the City sufficient revenues received by him from operations of the Jail and inmate service excepting only revenues derived from canteen operations; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of certain employees of the Sheriff; now, therefore, the Council ordains as follows:

(A) The compensation of officers and employees of the Sheriff employed in positions designated by the job titles identified in Attachments to this ordinance, shall be supplemented by the payment to them of compensation within the pay ranges set opposite each job title, established in the Attachments to this ordinance.

(B) The Sheriff shall receive a July 1, 2005, wage increase of 4%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2005 - 2006.

(C) That the supplemental compensation of Sheriff's officers and employees holding positions listed in the Attachments of this ordinance shall be determined by the assignment of each such employee of the Sheriff to the pay step in the pay range assigned to his or her job title in the Attachments of this ordinance as of June 30, 2005 provided that in no event shall an officer's or employee's supplemented compensation be lower than that fixed by the Compensation Board of the Commonwealth of Virginia.

(D) The administration and computation of supplements pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) Any officers or employees of the Sheriff hired after July 1, 1999 shall have as their increment date the first day of the month in which they are employed.

(2) For the purposes of making any necessary compensation adjustments occasioned by promotions, demotions, reclassifications, general wage increases and annual increments, the computations prescribed by the regulations in the applicable City's Compensation Plan for City employees that relate to such transactions, and other administrative procedures generally applicable to the compensation of City employees, shall be utilized.

(3) The compensation of employees of the City, if any, assigned to the supervision of the Sheriff shall be governed solely by the applicable City Compensation Plan.

(E) The purpose of this ordinance and of the criteria and procedures it establishes is to supplement the compensation of certain officers and employees of the Sheriff, as authorized by Virginia Code §15.2-1605.1. Nothing contained herein, or in any



City Compensation Plan, shall alter the status of such persons as officers or employees of the Sheriff and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(F) The funds for the payment of the compensation supplements of the officers and employees of the Sheriff affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for the fiscal year 2005 - 2006.

Section 16:- General Registrar. That the pay ranges for the General Registrar and her officers and employees shall be placed within the various Compensation Plans where appropriate to their pay rates. Nothing contained within this ordinance, the Compensation Plan Regulations or any other Attachments, shall alter the status of the General Registrar and her officers and employees, and their inclusion herein is solely for administrative convenience.

Section 17:- City Treasurer. Whereas, it is the desire of the Council of the City of Norfolk and of the City Treasurer that the compensation of the City Treasurer and certain of his officers and employees which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to the Virginia Code be supplemented; and

Whereas, Virginia Code §15.2-1605.1 authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of the City Treasurer is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the City Treasurer and of certain officers and employees of the City Treasurer; now, therefore, the Council ordains as follows:

(A) The Treasurer shall receive a July 1, 2005 wage increase of 4%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2005 - 2006. Supplementation for the City Treasurer shall be within the pay range specified as COF 011 in Attachments to this ordinance.

(B) Every officer and employee of the Treasurer whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(C) Every officer and employee of the City Treasurer whose compensation is fixed by the Compensation Board at a sum higher than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title, (or in the case of Treasurer's officers and employees whose classifications do not correspond to City class titles, is fixed at a sum higher than the compensation to which they would otherwise be entitled through the normal application of the applicable City Compensation Plan regulations), shall be paid only the compensation fixed by the Compensation Board.

(D) Every officer and employee of the City Treasurer whose compensation is fixed by the Compensation Board at a sum less than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title (or in the case of Treasurer's officers and employees whose classifications do not correspond to City class titles, is fixed at a sum less than the compensation which they would otherwise receive through the normal application of the applicable City Compensation Plan regulations), shall be paid the same compensation as said City employee (or, in the case of a Treasurer's officer or employee whose classification does not correspond to a City class title, shall receive the compensation payable through the normal application of the applicable City Compensation Plan regulations).

(E) The Director of Human Resources, whenever the compensation of an officer or employee of the Treasurer is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the amount payable under this Section of this ordinance, shall take immediate action to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(F) Any compensation paid in accordance with this ordinance to an officer or employee of the City Treasurer in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City.

(G) The annual increment dates for the Treasurer and his officers and employees shall be on their pay increment anniversary date, both of which shall be July 1, regardless of



any putative annual increment date otherwise established by the Compensation Board.

(H) When an officer or employee of the Treasurer whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Treasurer, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2005 - 2006 fiscal year and authorized by this ordinance to be expended for the Treasurer's supplements.

(I) The funds for the payment of the compensation supplements (including exemplary performance awards) of the officers and employees of the Treasurer affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for the fiscal year 2005 - 2006.

(J) The purpose of this ordinance and of the criteria and procedures it establishes is solely to supplement the compensation of certain officers and employees of the Treasurer with funds of the City, as authorized by Virginia Code §15.2-1605.1. Nothing contained herein, or in any City Compensation Plan shall alter the status of such persons as officers and employees of the Treasurer, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plans are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

Section 18:- Magistrates. WHEREAS, Section 19.2-46.1 of the Code of Virginia, as amended, authorizes the governing bodies of counties and cities to supplement the compensation of magistrates, and

WHEREAS, the Council considers it to be in the interests of the City that the compensation of magistrates be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation, paid to them by the Commonwealth of Virginia, of the magistrates appointed to serve in the City of Norfolk a combined total of \$30,162, heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2005 - 2006.

(B) That the City shall supplement the fixed compensation of the Chief Magistrate by adding thereto the amount of \$8,496, to be paid in quarterly installments.

(C) That the City shall supplement the fixed compensation of each of the other magistrates by adding thereto a sum equal to five per cent (5%) of their fixed compensation, to be paid in quarterly installments.

(D) That the purpose of this ordinance is solely to supplement the compensation of the magistrates with funds of the City, as authorized by Section 19.2-46.1 of the Code of Virginia, as amended, and nothing contained herein shall alter the status of such persons as officers or employees of the Commonwealth and not of the City of Norfolk.

Section 19: - Clerk of the Circuit Court. Whereas, it is the desire of the Council of the City of Norfolk and of the Clerk of the Circuit Court of the City of Norfolk that the compensation of certain officers and employees of the Clerk's office, which are fixed by the Compensation Board of the Commonwealth of Virginia, be supplemented, and

Whereas, Virginia Code §15.2-1605.1 authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of the officers and employees of the Clerk's office is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the officers and employees of the Clerk's office; now, therefore, the Council ordains as follows:

(A) The compensation of officers and employees of the Clerk employed in positions designated by the job titles identified in Attachments to this ordinance shall be supplemented by the payment to them of compensation within the pay ranges set opposite each job title, established in the Attachments to this ordinance:

(B) The Clerk shall receive an amount in bi-monthly installments equal to that which would provide him an annual wage increase for FY 2006 of 4%. However, said payments shall stop at such time as the State Compensation Board raises the salary of the Clerk of Circuit Court in excess of his July 1,



2005 salary (state plus city supplement. The funds for this wage increase were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2005 - 2006.

(C) That the supplemental compensation of Clerk's officers and employees holding positions listed in the Attachments of this ordinance shall be determined by the assignment of each such employee of the Clerk to the pay range assigned to his or her job title in the Attachments of this ordinance as of June 30, 2005 provided that in no event shall an officer's or employee's supplemented compensation be lower than that fixed by the Compensation Board of the Commonwealth of Virginia.

(D) The administration and computation of supplements to the officers and employees of the Clerk pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) The increment date for the Clerk and each officer and employee of the Clerk for purposes of the supplements under this ordinance shall be July 1<sup>st</sup>.

(2) For the purposes of making any necessary compensation adjustments occasioned by promotions, demotions, reclassifications, general wage increases and annual increments, the computations prescribed by the regulations in the applicable City's Compensation Plan for City employees that relate to such transactions, and other administrative procedures generally applicable to the compensation of City employees, shall be utilized.

(3) The compensation of employees of the City, if any, assigned to the supervision of the Clerk shall be governed solely by the applicable City Compensation Plan.

(E) The purpose of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of officers and employees of the Clerk, as authorized by Virginia Code §15.2-1605.1. Nothing contained herein or in any City Compensation Plan shall alter the status of such persons as officers or employees of the Clerk, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(F) Funds for the payment of the compensation supplements, including exemplary performance awards, if any, for the officers and employees of the Clerk were heretofore appropriated for

general government in the annual appropriation ordinance of the city for the fiscal year 2005 - 2006.

(G) The compensation of officers or employees of the City, if any, assigned to the supervision of the Clerk shall be governed solely by the applicable City Compensation Plan.

(H) The attachments referenced in this Section of this ordinance may be added later by an amendment to this ordinance, which shall be retroactive to July 1, 2005, if said amendment is not passed prior to that date.

(I) When an officer or employee of the Clerk whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Clerk, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2005 - 2006 fiscal year and authorized by this ordinance to be expended for the Clerk's supplements.

Section 20:- That all attachments mentioned in the body of this ordinance are hereby incorporated by reference in their entirety into this ordinance.

Section 21:- That the City Clerk is hereby directed to file copies of said plans with the records of his office.

Section 22:- That this ordinance shall be in effect from and after July 1, 2005.

Adopted by Council May 17, 2005  
Effective July 1, 2005

TRUE COPY  
TESTE:

\_\_\_\_\_  
R. BRECKENRIDGE DAUGHTREY, CITY CLERK

BY: \_\_\_\_\_  
DEPUTY CITY CLERK





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Alphabetical Listing**

Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
100151	Accountant I	OPS	010	\$30,886.53	\$49,374.07
100152	Accountant II	OPS	011	\$33,481.14	\$53,527.16
T00105	Accountant II - TR	TRO	003	\$33,481.14	\$53,527.16
100153	Accountant III	MAP	006	\$36,592.73	\$58,498.82
100154	Accountant IV	MAP	009	\$44,051.29	\$70,424.98
100186	Accounting Manager	MAP	012	\$53,393.62	\$85,356.11
T00108	Accounting Manager - TR	TRO	006	\$53,393.62	\$85,356.11
800515	Accounting Supervisor	MAP	009	\$44,051.29	\$70,424.98
T00106	Accounting Supervisor - TR	TRO	004	\$44,051.29	\$70,424.98
800019	Accounting Technician	OPS	007	\$24,383.30	\$38,982.71
T00102	Accounting Technician - TR	TRO	001	\$22,577.09	\$36,091.91
100197	Administrative Analyst	MAP	008	\$ 41,379.13	\$66,148.03
500706	Administrative Assistant II	MAP	003	\$30,603.27	\$48,921.71
800100	Administrative Assistant II CWA	COF	002	\$30,603.00	\$48,922.00
500001	Administrative Manager	MAP	011	\$50,039.68	\$79,996.72
800027	Administrative Secretary	OPS	009	\$28,519.18	\$45,595.78
000123	Administrative Services Manager	SRM	003	\$50,219.00	\$88,386.00
800001	Administrative Technician	OPS	008	\$26,357.53	\$42,135.23
300620	Animal Caretaker	OPS	003	\$18,023.33	\$28,815.36
700902	Animal Registrar	OPS	010	\$30,886.53	\$49,374.07
700978	Animal Services Supervisor	MAP	010	\$46,932.39	\$75,027.22
700989	Animal Services Supervisor - Animal Protection	MAP	010	\$46,932.39	\$75,027.22
800505	Applications Analyst	ITM	004	\$47,303.97	\$75,622.82
200546	Applications Development Team Supervisor	ITM	006	\$53,932.14	\$86,217.74
900005	Architect I	MAP	007	\$38,897.62	\$62,185.57
100174	Architect II	MAP	011	\$50,039.68	\$79,996.72
100175	Architect III	MAP	012	\$53,393.62	\$85,356.11
100177	Archivist	MAP	006	\$36,592.73	\$58,498.82
100284	Arts Manager	SRM	001	\$44,801.00	\$78,849.00
600801	Asphalt Plant Operator	OPS	009	\$28,519.18	\$45,595.78
600802	Asphalt Plant Operator II	OPS	010	\$30,886.53	\$49,374.07
000059	Assistant Chief Of Police	POL	008	\$95,052.78	\$110,230.55
100181	Assistant City Attorney I	LAW	001	\$48,737.00	\$77,492.00
100182	Assistant City Attorney II	LAW	002	\$57,084.00	\$90,761.00
100183	Assistant City Attorney III	LAW	003	\$66,915.00	\$106,395.00
100415	Assistant City Auditor I	MAP	004	\$32,456.87	\$51,887.90
100416	Assistant City Auditor II	MAP	007	\$38,897.62	\$62,185.57
800023	Assistant City Clerk/Support Technician	OPS	006	\$22,577.09	\$36,091.91
000088	Assistant City Engineer	MAP	014	\$60,926.50	\$97,400.75



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
000002	Assistant City Manager	EXE	004	\$89,463.00	\$143,141.00
000034	Assistant City Surveyor	MAP	011	\$50,039.68	\$79,996.72
100188	Assistant Commonwealth's Attorney I	COF	008	\$48,737.00	\$77,492.00
100189	Assistant Commonwealth's Attorney II	COF	009	\$57,084.00	\$ 90,762.00
100190	Assistant Commonwealth's Attorney III	COF	010	\$66,915.00	\$106,395.00
000016	Assistant Director of Business Services	SRM	006	\$60,236.00	\$106,016.00
000039	Assistant Director of Customer Services & Management	SRM	007	\$64,181.00	\$112,959.00
000005	Assistant Director of Development	SRM	006	\$60,236.00	\$106,016.00
000006	Assistant Director of Entertainment Facilities	SRM	006	\$60,236.00	\$106,016.00
000048	Assistant Director of Finance / City Controller	SRM	006	\$60,236.00	\$106,016.00
000008	Assistant Director of Human Resources	SRM	006	\$60,236.00	\$106,016.00
000078	Assistant Director of Human Services	SRM	006	\$60,236.00	\$106,016.00
000017	Assistant Director of Information Technology	SRM	007	\$64,181.00	\$112,959.00
800700	Assistant Director of Maritime Center	SRM	005	\$56,613.00	\$99,638.00
000324	Assistant Director of Marketing	SRM	004	\$53,282.00	\$93,778.00
000018	Assistant Director of Neighborhood Preservation	SRM	006	\$60,236.00	\$106,016.00
000325	Assistant Director of Planning	SRM	006	\$60,236.00	\$106,016.00
000013	Assistant Director of Public Works	SRM	007	\$64,181.00	\$112,959.00
000043	Assistant Director of Recreation, Parks & Open Space	SRM	006	\$60,236.00	\$106,016.00
000014	Assistant Director of Utilities	SRM	007	\$64,181.00	\$112,959.00
000804	Assistant Facilities Maintenance Manager	MAP	012	\$53,393.62	\$85,356.11
300601	Assistant Fire Chief	FRS	010	\$80,024.72	\$97,503.07
200407	Assistant Fire Marshal	FRS	006	\$45,772.41	\$66,291.27
000020	Assistant Fleet Maintenance Manager	MAP	011	\$50,039.68	\$79,996.72
S00090	Assistant Inmate Classification Manager	SHF	015	\$38,559.54	\$61,294.56
S00083	Assistant Procurement Specialist	SHF	011	\$32,660.24	\$51,918.10
000027	Assistant Streets Engineer	MAP	011	\$50,039.68	\$79,996.72
000023	Assistant Superintendent of Cemeteries	MAP	011	\$50,039.68	\$79,996.72
000024	Assistant Superintendent of Parks/Forestry	MAP	011	\$50,039.68	\$79,996.72

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
000029	Assistant Superintendent of Utility Division	MAP	012	\$53,393.62	\$85,356.11
000026	Assistant Superintendent of Waste Management	MAP	012	\$53,393.62	\$85,356.11
700901	Assistant Supervisor of Animal Services	OPS	013	\$39,450.14	\$63,068.75
100426	Assistant to the City Manager	EXE	001	\$60,789.00	\$104,990.00
T00109	Assistant Treasurer	TRO	007	\$57,014.65	\$91,145.25
100200	Auditor I	MAP	007	\$38,897.62	\$62,185.57
100201	Auditor II	MAP	009	\$44,051.29	\$70,424.98
100202	Auditor Supervisor	MAP	010	\$46,932.39	\$75,027.22
600807	Auto Body Repair Mechanic	OPS	008	\$26,357.53	\$42,135.23
600810	Automotive Machinist	OPS	010	\$30,886.53	\$49,374.07
600813	Automotive Maintenance Operations Manager	MAP	007	\$38,897.62	\$62,185.57
600817	Automotive Mechanic	OPS	009	\$28,519.18	\$45,595.78
600815	Automotive Parts Operations Manager	MAP	007	\$38,897.62	\$62,185.57
800044	Automotive Repair Technician	OPS	009	\$28,519.18	\$45,595.78
600821	Automotive Service Attendant	OPS	006	\$22,577.09	\$36,091.91
300609	Battalion Fire Chief	FRS	009	\$65,863.68	\$88,579.71
500713	Benefits Specialist	OPS	008	\$26,357.53	\$42,135.23
100159	Box Office Manager	MAP	008	\$41,379.13	\$66,148.03
100205	Box Office Supervisor	MAP	003	\$30,603.27	\$48,921.71
600822	Bricklayer	OPS	008	\$26,357.53	\$42,135.23
200454	Bridge Inspection Supervisor	OPS	012	\$36,326.70	\$58,071.24
700905	Bridge Maintenance Supervisor	OPS	011	\$33,481.14	\$53,527.16
800033	Broadcast Production Assistant	OPS	006	\$22,577.09	\$36,091.91
100215	Budget Team Leader	SRM	004	\$53,282.00	\$93,778.00
700903	Building/Equipment Maintenance Supervisor	OPS	011	\$33,481.14	\$53,527.16
100192	Business Development Manager	SRM	002	\$47,398.00	\$83,423.00
100323	Business Manager	MAP	008	\$41,379.13	\$66,148.03
200406	Business Process Management Analyst	ITM	004	\$47,303.97	\$75,622.82
100209	Buyer I	OPS	010	\$30,886.53	\$49,374.07
100210	Buyer II	OPS	013	\$39,450.14	\$63,068.75
600824	Carpenter I	OPS	008	\$26,357.53	\$42,135.23
600825	Carpenter II	OPS	009	\$28,519.18	\$45,595.78
100199	Case Management Specialist	OPS	011	\$33,481.14	\$53,527.16
100169	Cash & Investments Analyst	MAP	008	\$41,379.13	\$66,148.03
700906	Cemetery Manager I	OPS	007	\$24,383.30	\$38,982.71
700907	Cemetery Manager II	OPS	010	\$30,886.53	\$49,374.07



Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
100282	Chief Deputy City Attorney	LAW	007	\$87,372.00	\$138,922.00
100278	Chief Deputy City Clerk	MAP	010	\$46,932.39	\$75,027.22
100220	Chief Deputy Commonwealth's Attorney	COF	012	\$87,372.00	\$138,922.00
100222	Chief Deputy I COR	MAP	009	\$44,051.29	\$70,424.98
100223	Chief Deputy II COR	MAP	012	\$53,393.62	\$85,356.11
200421	Chief Deputy Real Estate Assessor	MAP	012	\$53,393.62	\$85,356.11
800702	Chief of Construction Inspections	MAP	012	\$53,393.62	\$85,356.11
800701	Chief of Construction Operations	MAP	012	\$53,393.62	\$85,356.11
000066	Chief of Fire-Rescue	EXE	003	\$79,949.00	\$138,253.00
200420	Chief of Neighborhood Preservation	SRM	003	\$50,219.00	\$88,386.00
000040	Chief of Police	EXE	003	\$79,949.00	\$138,253.00
600830	Chief Operating Engineer HVAC	MAP	010	\$46,932.39	\$75,027.22
100234	Chief Training Officer-CES	MAP	007	\$38,897.62	\$62,185.57
800028	Chief Waterworks Operator	OPS	012	\$36,326.70	\$58,071.24
100237	Child Counselor I	OPS	009	\$28,519.18	\$45,595.78
100238	Child Counselor II	OPS	010	\$30,886.53	\$49,374.07
100239	Child Counselor III	OPS	012	\$36,326.70	\$58,071.24
100242	Child Facility Administrator I	MAP	007	\$38,897.62	\$62,185.57
100243	Child Facility Administrator II	MAP	009	\$44,051.29	\$70,424.98
000110	City Assessor	CCA	002	\$68,482.00	\$120,528.00
000042	City Attorney	CCA	003	\$123,196.00	\$195,882.00
000044	City Auditor	CCA	001	\$60,236.00	\$106,016.00
000046	City Clerk	CCA	002	\$68,482.00	\$120,528.00
000049	City Engineer	SRM	007	\$64,181.00	\$112,959.00
700910	City Forester	MAP	010	\$46,932.39	\$75,027.22
100311	City Historian	MAP	007	\$38,897.62	\$62,185.57
100248	City Planner I	MAP	006	\$36,592.73	\$58,498.82
100249	City Planner II	MAP	008	\$41,379.13	\$66,148.03
100254	City Planner III	MAP	010	\$46,932.39	\$75,027.22
100250	City Planning Manager	SRM	003	\$50,219.00	\$88,386.00
200425	City Planning Technician	OPS	010	\$30,886.53	\$49,374.07
100379	City Safety Officer	MAP	009	\$44,051.29	\$70,424.98
100252	City Surveyor	SRM	004	\$53,282.00	\$93,778.00
100233	City Transportation Engineer	SRM	006	\$60,236.00	\$106,016.00
T00001	City Treasurer	COF	011	\$78,507.00	\$124,827.00
100162	City Wellness Coordinator	MAP	008	\$41,379.13	\$66,148.03
100255	Civil Engineer I	MAP	007	\$38,897.62	\$62,185.57
100256	Civil Engineer II	MAP	010	\$46,932.39	\$75,027.22
100257	Civil Engineer III	MAP	011	\$50,039.68	\$79,996.72
100258	Civil Engineer IV	MAP	012	\$53,393.62	\$85,356.11
100259	Civil Engineer V	MAP	013	\$57,014.65	\$91,145.25

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
200427	Claims Adjuster I	OPS	010	\$30,886.53	\$49,374.07
200428	Claims Adjuster II	MAP	008	\$41,379.13	\$66,148.03
CC0001	Clerk of the Circuit Court	COF	011	\$78,507.00	\$124,827.00
000095	Code Official	SRM	006	\$60,236.00	\$106,016.00
200485	Codes Enforcement Team Leader	MAP	008	\$41,379.13	\$66,148.03
800046	Codes Records & Research Manager	MAP	010	\$46,932.39	\$75,027.22
800006	Codes Specialist	OPS	010	\$30,886.53	\$49,374.07
100262	Collection Coordinator	MAP	005	\$34,449.40	\$55,073.81
000052	Commissioner of the Revenue	COF	011	\$78,507.00	\$124,827.00
000053	Commonwealth's Attorney	COF	013	\$123,196.00	\$195,882.00
000116	Community Assessment Team Coordinator	MAP	006	\$36,592.73	\$58,498.82
200552	Compliance Inspector	OPS	011	\$33,481.14	\$53,527.16
200432	Computer Operations Supervisor	ITM	002	\$41,569.77	\$66,454.98
200430	Computer Operator I	ITO	001	\$24,601.95	\$39,329.50
200431	Computer Operator II	ITO	004	\$29,309.73	\$46,857.00
100213	Concrete Finisher	OPS	007	\$24,383.30	\$38,982.71
200461	Construction Inspector I	OPS	009	\$28,519.18	\$45,595.78
200462	Construction Inspector II	OPS	011	\$33,481.14	\$53,527.16
200463	Construction Inspector III	MAP	007	\$38,897.62	\$62,185.57
000805	Contract Administrator	MAP	010	\$46,932.39	\$75,027.22
100370	Contract Monitoring Specialist	MAP	005	\$34,449.40	\$55,073.81
700912	Cook	OPS	003	\$18,023.33	\$28,815.36
S00098	Corrections Director	SHF	021	\$48,253.31	\$76,707.31
400651	Creative Designer & Production Manager	OPS	013	\$39,450.14	\$63,068.75
700914	Crew Leader I	OPS	008	\$26,357.53	\$42,135.23
700915	Crew Leader II	OPS	009	\$28,519.18	\$45,595.78
400652	Criminal Docket Specialist	OPS	010	\$30,886.53	\$49,374.07
200531	Cross Connection Specialist	OPS	009	\$28,519.18	\$45,595.78
100272	Curator	MAP	007	\$38,897.62	\$62,185.57
700920	Custodian	OPS	002	\$16,750.26	\$26,779.74
800018	Customer Service Representative	OPS	004	\$19,410.58	\$31,034.08
T00101	Customer Service Representative-TR	TRO	001	\$22,577.09	\$36,091.91
500717	Data Processing Assistant I	OPS	004	\$19,410.58	\$31,034.08
500718	Data Processing Assistant II	OPS	005	\$20,923.83	\$33,450.98
500719	Data Processing Assistant III	OPS	006	\$22,577.09	\$36,091.91



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
200445	Data Quality Control Analyst	OPS	008	\$26,357.53	\$42,135.23
200443	Data Quality Control Manager	OPS	010	\$30,886.53	\$49,374.07
100273	Database Administrator	ITM	006	\$53,932.14	\$86,217.74
000270	Database Manager	ITM	008	\$61,603.95	\$98,482.10
300606	Deputy Chief of Fire-Rescue	FRS	011	\$84,009.80	\$102,357.33
100275	Deputy City Attorney I	LAW	004	\$74,428.00	\$118,342.00
100276	Deputy City Attorney II	LAW	005	\$78,507.00	\$124,827.00
100417	Deputy City Auditor	MAP	010	\$46,932.39	\$75,027.22
100425	Deputy City Clerk/Administrative Analyst I	MAP	010	\$46,932.39	\$75,027.22
100420	Deputy City Clerk/Executive Assistant I	MAP	005	\$34,449.40	\$55,073.81
000055	Deputy City Clerk/Media Relations Manager	MAP	014	\$60,926.50	\$97,400.75
500773	Deputy City Clerk/Secretary	OPS	010	\$30,886.53	\$49,374.07
500764	Deputy City Clerk/Senior Secretary	OPS	011	\$33,481.14	\$53,527.16
500772	Deputy City Clerk/Stenographic Reporter	OPS	009	\$28,519.18	\$45,595.78
500768	Deputy City Clerk/Secretary to the Mayor	OPS	013	\$39,450.14	\$63,068.75
000092	Deputy Code Official	MAP	011	\$50,039.68	\$79,996.72
100280	Deputy Commonwealth's Attorney	COF	011	\$78,507.00	\$124,827.00
000058	Deputy Emergency Services Coordinator	MAP	012	\$53,393.62	\$85,356.11
200470	Deputy Fire Marshal	FRS	008	\$52,552.44	\$76,112.88
100203	Deputy Registrar/Elections Administrator	MAP	006	\$36,592.73	\$58,498.82
S00070	Deputy Sheriff	SHF	006	\$28,213.06	\$44,848.08
S00075	Deputy Sheriff (Captain)	SHF	018	\$43,767.64	\$69,575.16
S00078	Deputy Sheriff (Colonel)	SHF	023	\$55,859.84	\$88,798.26
S00072	Deputy Sheriff (Corporal)	SHF	009	\$31,105.41	\$49,445.52
S00074	Deputy Sheriff (Lieutenant)	SHF	014	\$37,809.10	\$60,100.86
S00077	Deputy Sheriff (Lt Col)	SHF	022	\$53,199.72	\$84,569.65
S00076	Deputy Sheriff (Major)	SHF	020	\$45,955.83	\$73,059.82
S00071	Deputy Sheriff (Master)	SHF	006	\$28,213.06	\$44,848.08
S00073	Deputy Sheriff (Sergeant)	SHF	013	\$36,008.35	\$57,239.55
800049	Detention Center Assistant Superintendent	MAP	009	\$44,051.29	\$70,424.98
100244	Detention Center Superintendent	MAP	011	\$50,039.68	\$79,996.72
800048	Detention Center Supervisor	MAP	007	\$38,897.62	\$62,185.57
000575	Director of Budget & Management	EXE	003	\$79,949.00	\$138,253.00
000054	Director of Communications	EXE	001	\$60,789.00	\$104,990.00
000065	Director of Cultural Facilities, Arts & Entertainment	EXE	003	\$79,949.00	\$138,253.00
000067	Director of Development	EXE	003	\$79,949.00	\$138,253.00

Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
000068	Director of Finance & Business Services	EXE	003	\$79,949.00	\$138,253.00
000070	Director of Human Resources	EXE	003	\$79,949.00	\$138,253.00
000071	Director of Human Services	EXE	003	\$79,949.00	\$138,253.00
000072	Director of Information Technology	EXE	003	\$79,949.00	\$138,253.00
000003	Director of Intergovernmental Relations	EXE	001	\$60,789.00	\$104,990.00
000073	Director of Libraries	EXE	003	\$79,949.00	\$138,253.00
000084	Director of Maritime Center	EXE	003	\$79,949.00	\$138,253.00
000045	Director of Neighborhood Preservation	EXE	003	\$79,949.00	\$138,253.00
000075	Director of Planning	EXE	003	\$79,949.00	\$138,253.00
000076	Director of Public Works	EXE	003	\$79,949.00	\$138,253.00
000081	Director of Recreation/Parks & Open Space	EXE	003	\$79,949.00	\$138,253.00
000056	Director of the Office of Emergency Preparedness and Response	EXE	001	\$60,789.00	\$104,990.00
000121	Director of the Office on Homelessness	EXE	001	\$60,789.00	\$104,990.00
000077	Director of Utilities	EXE	003	\$79,949.00	\$138,253.00
000142	Director of Virginia Zoological Park	EXE	002	\$70,861.00	\$113,378.00
100295	Disability Case Manager	MAP	007	\$38,897.62	\$62,185.57
T00107	Division Accounting Supervisor - TR	TRO	005	\$46,932.39	\$75,027.22
100449	Economic Forecast Specialist	MAP	010	\$46,932.39	\$75,027.22
100245	Education Manager	MAP	009	\$44,051.29	\$70,424.98
S00091	Education Program Manager	SHF	015	\$38,559.54	\$61,294.56
S00086	Education Programs Specialist	SHF	012	\$34,974.63	\$55,596.32
800010	Education Specialist	OPS	008	\$26,357.53	\$42,135.23
800011	Election Assistant I	OPS	003	\$18,023.33	\$28,815.36
500759	Election Assistant II	OPS	005	\$20,923.83	\$33,450.98
800009	Election Assistant III	OPS	006	\$22,577.09	\$36,091.91
600834	Electrician I	OPS	007	\$24,383.30	\$38,982.71
600835	Electrician II	OPS	009	\$28,519.18	\$45,595.78
600836	Electrician III	OPS	010	\$30,886.53	\$49,374.07
600837	Electrician IV	OPS	011	\$33,481.14	\$53,527.16
S00067	Electronic Surveillance Counselor	SHF	004	\$26,097.97	\$41,487.07
S00082	Electronic Surveillance Supervisor	SHF	008	\$30,212.43	\$48,026.03
600840	Electronics Technician I	OPS	009	\$28,519.18	\$45,595.78
600841	Electronics Technician II	OPS	010	\$30,886.53	\$49,374.07
700990	Elephant Manager	OPS	012	\$36,326.70	\$58,071.24
200540	Eligibility Supervisor	MAP	007	\$38,897.62	\$62,185.57
800015	Eligibility Worker	OPS	009	\$28,519.18	\$45,595.78
100315	Employee Benefits Manager	MAP	011	\$50,039.68	\$79,996.72
100290	Employment Investigator	OPS	010	\$30,886.53	\$49,374.07



Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
100294	Employment Services Worker II	OPS	012	\$36,326.70	\$58,071.24
100266	Energy Conservation Coordinator	MAP	010	\$46,932.39	\$75,027.22
700922	Engineering Aide	OPS	005	\$20,923.83	\$33,450.98
000085	Engineering Manager	SRM	006	\$60,236.00	\$106,016.00
200437	Engineering Technician I	OPS	009	\$28,519.18	\$45,595.78
200438	Engineering Technician II	OPS	010	\$30,886.53	\$49,374.07
200439	Engineering Technician III	OPS	011	\$33,481.14	\$53,527.16
200440	Engineering Technician IV	OPS	012	\$36,326.70	\$58,071.24
100297	Enterprise Controller	MAP	012	\$53,393.62	\$85,356.11
000143	Enterprise Solutions Manager	SRM	006	\$60,236.00	\$106,016.00
100299	Environmental Engineer	MAP	009	\$44,051.29	\$70,424.98
700991	Environmental Health Assistant I	OPS	004	\$19,410.58	\$31,034.08
700992	Environmental Health Assistant II	OPS	005	\$20,923.83	\$33,450.98
000100	Environmental Services Manager	SRM	005	\$56,613.00	\$99,638.00
200452	Environmental Specialist I	OPS	010	\$30,886.53	\$49,374.07
200453	Environmental Specialist II	OPS	012	\$36,326.70	\$58,071.24
700925	Equipment Operator II	OPS	006	\$22,577.09	\$36,091.91
700926	Equipment Operator III	OPS	008	\$26,357.53	\$42,135.23
700927	Equipment Operator IV	OPS	009	\$28,519.18	\$45,595.78
800402	Event Coordinator	MAP	007	\$38,897.62	\$62,185.57
000082	Event Manager	MAP	009	\$44,051.29	\$70,424.98
000087	Executive Manager of Retirement Systems	SRM	006	\$60,236.00	\$106,016.00
100871	Facilities Maintenance Manager	SRM	005	\$56,613.00	\$99,638.00
800521	Facilities Manager	MAP	008	\$41,379.13	\$66,148.03
000047	Financial Operations Manager	MAP	011	\$50,039.68	\$79,996.72
300611	Fire Captain	FRS	008	\$52,552.44	\$76,112.88
200471	Fire Inspector	FRS	005	\$41,302.66	\$62,847.95
300612	Fire Lieutenant	FRS	006	\$45,772.41	\$66,291.27
200444	Fire Marshal	FRS	009	\$65,863.68	\$88,579.71
300602	Fire/Paramedic Lieutenant	FRS	007	\$48,092.37	\$69,651.66
300614	Firefighter EMT	FRS	002	\$32,311.46	\$46,799.91
300615	Firefighter EMT-C	FRS	004	\$35,758.01	\$54,411.43
300617	Firefighter EMT-Enhanced	FRS	003	\$33,947.50	\$51,657.41
300616	Firefighter EMT-P	FRS	005	\$41,302.66	\$62,847.95

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
300604	Firefighter Recruit	FRS	001	\$30,391.64	\$30,391.64
000090	Fiscal Manager I	MAP	008	\$41,379.13	\$66,148.03
800504	Fiscal Manager II	MAP	010	\$46,932.39	\$75,027.22
100371	Fiscal Monitoring Spec I	MAP	006	\$36,592.73	\$58,498.82
100372	Fiscal Monitoring Spec II	MAP	008	\$41,379.13	\$66,148.03
100167	Fiscal Systems Analyst	ITM	004	\$47,303.97	\$75,622.82
600819	Fleet Coordinator	MAP	006	\$36,592.73	\$58,498.82
S00068	Fleet Coordinator	SHF	004	\$26,097.97	\$41,487.07
000091	Fleet Maintenance Manager	SRM	005	\$56,613.00	\$99,638.00
700911	Food Service Manager	OPS	012	\$36,326.70	\$58,071.24
700929	Forestry Crew Leader	OPS	010	\$30,886.53	\$49,374.07
700930	Forestry Supervisor	MAP	008	\$41,379.13	\$66,148.03
100314	Fraud Investigator	OPS	010	\$30,886.53	\$49,374.07
200542	Fraud Supervisor	MAP	007	\$38,897.62	\$62,185.57
700988	General Utility Maintenance Supervisor	MAP	008	\$41,379.13	\$66,148.03
800040	GIS Specialist I	ITO	006	\$33,047.08	\$52,832.48
800555	GIS Specialist II	ITM	001	\$38,995.62	\$62,341.74
800556	GIS Specialist III	ITM	003	\$44,333.47	\$70,873.04
800557	GIS Team Supervisor	ITM	005	\$50,497.43	\$80,724.81
200418	GIS Technician	OPS	010	\$30,886.53	\$49,374.07
100423	GIS Technician II	MAP	006	\$36,592.73	\$58,498.82
200419	Grant & Development Coordinator	MAP	009	\$44,051.29	\$70,424.98
100451	Grants Management Administrator	MAP	009	\$44,051.29	\$70,424.98
100450	Grants Management Assistant	MAP	007	\$38,897.62	\$62,185.57
S00087	Grievance Coordinator	SHF	012	\$34,974.63	\$55,596.32
700933	Groundskeeper	OPS	004	\$19,410.58	\$31,034.08
700931	Groundskeeper Crew Leader	OPS	008	\$26,357.53	\$42,135.23
100164	Health & Fitness Facilitator	MAP	004	\$32,456.87	\$51,887.90
900006	Highway Operations Technician	OPS	010	\$30,886.53	\$49,374.07
700935	Horticulture Technician	OPS	006	\$22,577.09	\$36,091.91
700937	Horticulturist	MAP	007	\$38,897.62	\$62,185.57
S00096	Human Resources & Budget Director	SHF	019	\$44,636.52	\$70,957.68
800349	Human Resources Generalist	MAP	007	\$38,897.62	\$62,185.57
100307	Human Resources Team Leader	MAP	010	\$46,932.39	\$75,027.22
200446	Human Services Aide	OPS	006	\$22,577.09	\$36,091.91
100309	Human Services Coordinator	MAP	009	\$44,051.29	\$70,424.98
300618	Humane Officer I	OPS	008	\$26,357.53	\$42,135.23



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
300619	Humane Officer II	OPS	011	\$33,481.14	\$53,527.16
100310	Income Tax Auditor	OPS	010	\$30,886.53	\$49,374.07
100385	Information Management Supervisor	MAP	008	\$41,379.13	\$66,148.03
100168	Information Technology Planner	ITM	004	\$47,303.97	\$75,622.82
200401	Information Technology Telecommunications Analyst II	ITM	002	\$41,569.77	\$66,454.98
200402	Information Technology Telecommunications Analyst III	ITM	006	\$53,932.14	\$86,217.74
200551	Information Technology Telecommunications Technician	ITO	007	\$35,125.79	\$56,155.17
800021	Information Technology Trainer	ITO	009	\$39,761.41	\$63,564.18
800020	Information Technology Training Coordinator	ITM	002	\$41,569.77	\$66,454.98
S00093	Inmate Classification Manager	SHF	017	\$42,511.15	\$67,577.80
S00088	Inmate Classification Specialist	SHF	012	\$34,974.63	\$55,596.32
S00092	Inmate Rehabilitation Coordinator	SHF	016	\$40,487.09	\$64,359.59
700939	Instrument Technician	OPS	009	\$28,519.18	\$45,595.78
S00097	Investigations Director	SHF	019	\$44,636.52	\$70,957.68
100405	Judicial Executive Assistant	OPS	012	\$36,326.70	\$58,071.24
S00080	Jury Administrator	SHF	007	\$28,773.40	\$45,739.03
300626	Kennel Supervisor	OPS	009	\$28,519.18	\$45,595.78
200498	Landscape Coordinator I	OPS	011	\$33,481.14	\$53,527.16
200499	Landscape Coordinator II	OPS	012	\$36,326.70	\$58,071.24
700913	Laundry Worker	OPS	002	\$16,750.26	\$26,779.74
100316	Law Clerk	OPS	009	\$28,519.18	\$45,595.78
100318	Legal Administrator	MAP	011	\$50,039.68	\$79,996.72
800110	Legal Administrator CWA	COF	007	\$50,040.00	\$79,996.00
500735	Legal Assistant	OPS	012	\$36,326.70	\$58,071.24
800115	Legal Assistant CWA	COF	005	\$36,327.00	\$58,071.00
S00094	Legal Counsel	SHF	017	\$42,511.15	\$67,577.80
400655	Legal Executive Coordinator	MAP	009	\$44,051.29	\$70,424.98
500740	Legal Secretary I	OPS	008	\$26,357.53	\$42,135.23
800120	Legal Secretary I CWA	COF	001	\$26,358.00	\$42,136.00
500741	Legal Secretary II	OPS	010	\$30,886.53	\$49,374.07
800125	Legal Secretary II CWA	COF	003	\$30,886.00	\$48,922.00
100320	Librarian I	MAP	005	\$34,449.40	\$55,073.81
100321	Librarian II	MAP	008	\$41,379.13	\$66,148.03
100322	Librarian III	MAP	009	\$44,051.29	\$70,424.98
400665	Library Assistant I	OPS	004	\$19,410.58	\$31,034.08
400666	Library Assistant II	OPS	005	\$20,923.83	\$33,450.98
400660	Library Associate I	OPS	009	\$28,519.18	\$45,595.78
400661	Library Associate II	OPS	010	\$30,886.53	\$49,374.07
100327	Library Public Services Administrator	SRM	006	\$60,236.00	\$106,016.00

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
000009	Library Support Services Administrator	SRM	006	\$60,236.00	\$106,016.00
200474	License Inspector I	OPS	009	\$28,519.18	\$45,595.78
200475	License Inspector II	OPS	010	\$30,886.53	\$49,374.07
700941	Lifeguard	OPS	005	\$20,923.83	\$33,450.98
000097	MacArthur Memorial Director	SRM	004	\$53,282.00	\$93,778.00
S00069	Maintenance Mechanic	SHF	004	\$26,097.97	\$41,487.07
700942	Maintenance Mechanic I	OPS	007	\$24,383.30	\$38,982.71
S00056	Maintenance Mechanic I	SHF	004	\$26,097.97	\$41,487.07
700943	Maintenance Mechanic II	OPS	008	\$26,357.53	\$42,135.23
700944	Maintenance Mechanic III	OPS	010	\$30,886.53	\$49,374.07
600846	Maintenance Shop Manager	MAP	008	\$41,379.13	\$66,148.03
700946	Maintenance Supervisor I	MAP	005	\$34,449.40	\$55,073.81
700947	Maintenance Supervisor II	MAP	007	\$38,897.62	\$62,185.57
700949	Maintenance Worker I	OPS	003	\$18,023.33	\$28,815.36
700950	Maintenance Worker II	OPS	004	\$19,410.58	\$31,034.08
100171	Management Analyst I	MAP	006	\$36,592.73	\$58,498.82
100172	Management Analyst II	MAP	008	\$41,379.13	\$66,148.03
100173	Management Analyst III	MAP	009	\$44,051.29	\$70,424.98
100319	Management Services Administrator	SRM	004	\$53,282.00	\$93,778.00
000103	Manager of Applications Development	SRM	006	\$60,236.00	\$106,016.00
000251	Manager of Broadcast Services	SRM	002	\$47,398.00	\$83,423.00
100875	Manager of Budget & Accounting	SRM	004	\$53,282.00	\$93,778.00
100409	Manager of Cruise Operations & Marketing	SRM	002	\$47,398.00	\$83,423.00
000327	Manager of Cultural Affairs & Special Events	SRM	006	\$60,236.00	\$106,016.00
100302	Manager of Geographic Information & Technology Planning	SRM	005	\$56,613.00	\$99,638.00
800047	Manager of Legislative Research & Administration	MAP	009	\$44,051.29	\$70,424.98
000101	Manager of Microcomputers & Radio Communication Systems	SRM	006	\$60,236.00	\$106,016.00
700955	Manager of Operations & Engineering	MAP	010	\$46,932.39	\$75,027.22
000157	Manager of Public Relations	SRM	002	\$47,398.00	\$83,423.00
000252	Manager of Publications & Direct Communications	SRM	002	\$47,398.00	\$ 83,423.00
100193	Manager of Real Estate	SRM	005	\$56,613.00	\$99,638.00
100191	Manager of Special Districts & Programs	SRM	001	\$44,801.00	\$78,849.00
000104	Manager of Technical Support & Operations	SRM	006	\$60,236.00	\$106,016.00
000120	Manager of the Office of Grants Management	EXE	001	\$60,789.00	\$104,990.00



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
100247	Manager of Visitor Marketing	MAP	010	\$46,932.39	\$75,027.22
100265	Manager of Visitor Services	MAP	007	\$38,897.62	\$62,185.57
800032	Marine Life Specialist	OPS	008	\$26,357.53	\$42,135.23
800518	Maritime Operations Manager	MAP	010	\$46,932.39	\$75,027.22
600849	Materials Manager	MAP	011	\$50,039.68	\$79,996.72
100343	Media & Promotions Manager	MAP	008	\$41,379.13	\$66,148.03
700952	Messenger/Driver	OPS	003	\$18,023.33	\$28,815.36
300621	Meter Monitor	OPS	004	\$19,410.58	\$31,034.08
800449	Microcomputer Systems Analyst	ITO	005	\$31,111.63	\$49,734.88
200451	Microcomputer Systems Team Supervisor	ITM	005	\$50,497.43	\$80,724.81
500745	Micrographics Technician	OPS	005	\$20,923.83	\$33,450.98
100251	Municipal Debt Administrator	MAP	012	\$53,393.62	\$85,356.11
300640	Museum Attendant	OPS	005	\$20,923.83	\$33,450.98
200482	Neighborhood Development Specialist	OPS	010	\$30,886.53	\$49,374.07
000297	Neighborhood Services Manager	MAP	011	\$50,039.68	\$79,996.72
800546	Network Engineer II	ITM	004	\$47,303.97	\$75,622.82
800545	Network Engineer III	ITM	006	\$53,932.14	\$86,217.74
200403	Network Engineer IV	ITM	008	\$61,603.95	\$98,482.10
800547	Network Security Engineer	ITM	006	\$53,932.14	\$86,217.74
500748	Office Aide	OPS	001	\$15,581.67	\$24,911.05
500750	Office Assistant	OPS	003	\$18,023.33	\$28,815.36
500755	Office Manager	MAP	003	\$30,603.27	\$48,921.71
600852	Operating Engineer I	OPS	007	\$24,383.30	\$38,982.71
600853	Operating Engineer II	OPS	010	\$30,886.53	\$49,374.07
000113	Operations Manager	MAP	010	\$46,932.39	\$75,027.22
300638	Operations Officer	OPS	006	\$22,577.09	\$36,091.91
800537	Organizational Development Specialist	MAP	008	\$41,379.13	\$66,148.03
600855	Painter I	OPS	007	\$24,383.30	\$38,982.71
600856	Painter II	OPS	009	\$28,519.18	\$45,595.78
400670	Paralegal	OPS	010	\$30,886.53	\$49,374.07
400671	Paralegal Claims Investigator	OPS	012	\$36,326.70	\$58,071.24
800130	Paralegal CWA	COF	003	\$30,886.00	\$48,922.00
000107	Parking Administrator	MAP	009	\$44,051.29	\$70,424.98
000010	Parking Director	SRM	004	\$53,282.00	\$93,778.00
100340	Parking Manager	MAP	007	\$38,897.62	\$62,185.57
100387	Parking Supervisor	MAP	002	\$28,876.75	\$46,162.31
S00084	Payroll & Benefits Coordinator	SHF	010	\$31,722.63	\$50,427.63
100155	Payroll Accountant	MAP	006	\$36,592.73	\$58,498.82
800042	Payroll Specialist	MAP	006	\$36,592.73	\$58,498.82
100157	Payroll Team Leader	MAP	009	\$44,051.29	\$70,424.98

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
200510	Permit Technician	OPS	008	\$26,357.53	\$42,135.23
200511	Permits Specialist	OPS	011	\$33,481.14	\$53,527.16
800347	Personnel Specialist	MAP	005	\$34,449.40	\$55,073.81
200509	Photographic Lab Technician	OPS	008	\$26,357.53	\$42,135.23
600860	Plumber II	OPS	008	\$26,357.53	\$42,135.23
600861	Plumber III	OPS	009	\$28,519.18	\$45,595.78
300623	Police Captain	POL	007	\$76,382.14	\$88,579.71
300624	Police Corporal	POL	004	\$44,234.39	\$59,490.78
400672	Police Identification Clerk	OPS	006	\$22,577.09	\$36,091.91
300625	Police Lieutenant	POL	006	\$65,631.04	\$76,112.88
300629	Police Officer I	POL	002	\$32,311.46	\$32,311.46
300630	Police Officer II	POL	003	\$37,568.54	\$54,411.43
000122	Police Planning Manager	SRM	003	\$50,219.00	\$88,386.00
100170	Police Program Policy Specialist	MAP	006	\$36,592.73	\$58,498.82
100305	Police Records & Identification Section Supervisor	MAP	007	\$38,897.62	\$62,185.57
300632	Police Recruit	POL	001	\$30,391.64	\$30,391.64
300635	Police Sergeant	POL	005	\$51,789.89	\$69,651.66
100317	Police Training and Development Manager	MAP	007	\$38,897.62	\$62,185.57
700951	Pool Manager	OPS	011	\$33,481.14	\$53,527.16
000041	Principal Analyst	SRM	005	\$56,613.00	\$99,638.00
S00089	Procurement Specialist	SHF	012	\$ 34,974.63	\$55,596.32
100351	Program Administrator	MAP	008	\$41,379.13	\$66,148.03
800523	Program Supervisor	MAP	008	\$41,379.13	\$66,148.03
200516	Programmer/Analyst II	ITM	001	\$38,995.62	\$62,341.74
200517	Programmer/Analyst III	ITM	002	\$41,569.77	\$66,454.98
200518	Programmer/Analyst IV	ITM	003	\$44,333.47	\$70,873.04
200519	Programmer/Analyst V	ITM	005	\$50,497.43	\$80,724.81
800570	Programs Manager	MAP	011	\$50,039.68	\$79,996.72
100268	Project Coordinator	MAP	008	\$41,379.13	\$66,148.03
000063	Property Manager	MAP	011	\$50,039.68	\$79,996.72
S00085	Public Affairs Officer	SHF	015	\$38,559.54	\$61,294.56
400675	Public Health Aide	OPS	004	\$19,410.58	\$31,034.08
100375	Public Information Specialist I	MAP	004	\$32,456.87	\$51,887.90
100376	Public Information Specialist II	MAP	006	\$36,592.73	\$58,498.82
800034	Public Relations Assistant	OPS	007	\$24,383.30	\$38,982.71
100410	Public Relations Specialist	MAP	007	\$38,897.62	\$62,185.57
200554	Public Safety Telecommunicator I	OPS	008	\$26,357.53	\$42,135.23
200555	Public Safety Telecommunicator II	OPS	010	\$30,886.53	\$49,374.07
200556	Public Safety Telecommunicator III	OPS	013	\$39,450.14	\$63,068.75
200553	Public Safety Telecommunicator Trainee	OPS	007	\$24,383.30	\$38,982.71



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
100269	Public Services Coordinator I	MAP	006	\$36,592.73	\$58,498.82
000109	Purchasing Agent	SRM	005	\$56,613.00	\$99,638.00
100453	Quality & Finance Analyst	MAP	008	\$41,379.13	\$66,148.03
800024	Radio Communications Systems Analyst	ITO	005	\$31,111.63	\$49,734.88
600876	Radio Communications Systems Supervisor	ITO	011	\$45,127.27	\$72,142.87
800025	Radio Communications Systems Technician	ITO	003	\$27,629.53	\$44,169.77
100176	Real Estate Analyst	MAP	006	\$36,592.73	\$58,498.82
200434	Real Estate Appraisal Team Leader	MAP	009	\$44,051.29	\$70,424.98
200525	Real Estate Appraiser I	OPS	010	\$30,886.53	\$49,374.07
200526	Real Estate Appraiser II	OPS	011	\$33,481.14	\$53,527.16
200527	Real Estate Appraiser III	OPS	013	\$39,450.14	\$63,068.75
800517	Real Estate Coordinator	MAP	007	\$38,897.62	\$62,185.57
S00006	Receptionist	SHF	002	\$22,544.42	\$35,838.29
500756	Records & Information Clerk	OPS	005	\$20,923.83	\$33,450.98
100341	Records Administrator	MAP	008	\$41,379.13	\$66,148.03
S00065	Records Clerk	SHF	002	\$22,544.42	\$35,838.29
800026	Recreation Specialist	OPS	009	\$28,519.18	\$45,595.78
100355	Recreation Supervisor	MAP	005	\$34,449.40	\$55,073.81
800522	Recycling Coordinator	MAP	010	\$46,932.39	\$75,027.22
700969	Refuse Collection Supervisor	OPS	010	\$30,886.53	\$49,374.07
700966	Refuse Collector I	OPS	003	\$18,023.33	\$28,815.36
700967	Refuse Collector II	OPS	005	\$20,923.83	\$33,450.98
700970	Refuse Collector, Lead	OPS	008	\$26,357.53	\$42,135.23
700968	Refuse Collector, Senior	OPS	007	\$24,383.30	\$38,982.71
200484	Refuse Inspector	OPS	009	\$28,519.18	\$45,595.78
100358	Registered Nurse	MAP	005	\$34,449.40	\$55,073.81
000111	Registrar/Elections Administrator	COF	000	\$20,300.00	\$86,275.00
100360	Reservoir Manager	MAP	005	\$34,449.40	\$55,073.81
900004	Right of Way Permit Supervisor	MAP	009	\$44,051.29	\$70,424.98
800514	Right of Way Program Manager	MAP	010	\$46,932.39	\$75,027.22
000112	Risk Manager	MAP	011	\$50,039.68	\$79,996.72
200528	Safety Specialist	OPS	011	\$33,481.14	\$53,527.16
100217	Sales Representative	MAP	006	\$36,592.73	\$58,498.82
S00064	Secretary I	SHF	003	\$24,855.57	\$39,511.25
S00079	Secretary II	SHF	005	\$27,403.12	\$43,560.57
500769	Secretary to the City Manager	OPS	011	\$33,481.14	\$53,527.16
S00081	Secretary to the Sheriff	SHF	007	\$28,773.40	\$45,739.03

Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
800050	Security Counselor II	OPS	010	\$30,886.53	\$49,374.07
800051	Security Counselor III	OPS	012	\$36,326.70	\$58,071.24
600877	Security Manager	MAP	008	\$41,379.13	\$66,148.03
300639	Security Officer	OPS	007	\$24,383.30	\$38,982.71
T00104	Security Officer - TR	TRO	002	\$24,383.30	\$38,982.71
T00103	Senior Accounting Technician - TR	TRO	002	\$24,383.30	\$38,982.71
600808	Senior Autobody Repair Mechanic	OPS	010	\$30,886.53	\$49,374.07
800045	Senior Automotive Repair Technician	OPS	011	\$33,481.14	\$53,527.16
100402	Senior Business Development Manager-Commercial	SRM	002	\$47,398.00	\$83,423.00
100324	Senior Business Development Manager-Finance	SRM	003	\$50,219.00	\$88,386.00
100401	Senior Business Development Manager-Maritime	SRM	002	\$47,398.00	\$83,423.00
200426	Senior City Planning Technician	OPS	011	\$33,481.14	\$53,527.16
800489	Senior Codes Specialist	OPS	012	\$36,326.70	\$58,071.24
200532	Senior Cross-Connection Specialist	OPS	011	\$33,481.14	\$53,527.16
700919	Senior Custodian	OPS	003	\$18,023.33	\$28,815.36
100279	Senior Deputy City Attorney	LAW	006	\$82,818.00	\$131,680.00
500760	Senior Election Assistant	OPS	008	\$26,357.53	\$42,135.23
100253	Senior Exhibits Manager/Designer	MAP	008	\$41,379.13	\$66,148.03
100166	Senior Information Technology Planner	ITM	008	\$61,603.95	\$98,482.10
200450	Senior Micro Computer Systems Analyst	ITM	001	\$38,995.62	\$62,341.74
800550	Senior Network Analyst	MAP	009	\$44,051.29	\$70,424.98
200512	Senior Permits Specialist	OPS	013	\$39,450.14	\$63,068.75
100404	Senior Projects Manager	SRM	001	\$44,801.00	\$78,849.00
100452	Senior Quality & Finance Analyst	MAP	009	\$44,051.29	\$70,424.98
600875	Senior Radio Communications Systems Analyst	ITO	008	\$37,359.58	\$59,725.58
100356	Senior Recreation Supervisor I	MAP	006	\$36,592.73	\$58,498.82
100357	Senior Recreation Supervisor II	MAP	008	\$41,379.13	\$66,148.03
100392	Senior Traffic Engineer	MAP	010	\$46,932.39	\$75,027.22
100391	Senior Transportation Engineer	MAP	010	\$46,932.39	\$75,027.22
700987	Senior Utility Maintenance Supervisor	OPS	012	\$36,326.70	\$58,071.24
100398	Senior Water Chemist	MAP	007	\$38,897.62	\$62,185.57
S00001	Sheriff	COF	011	\$78,507.00	\$124,827.00
700975	Sign Manufacturing Technician	OPS	007	\$24,383.30	\$38,982.71
800052	Social Work Associate	OPS	008	\$26,357.53	\$42,135.23
100364	Social Work Supervisor I	MAP	009	\$44,051.29	\$70,424.98
100366	Social Worker I	OPS	010	\$30,886.53	\$49,374.07
100367	Social Worker II	OPS	012	\$36,326.70	\$58,071.24

Alphabetical Listing of Pay Plan Classifications					
Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
200404	Social Worker III	MAP	007	\$38,897.62	\$62,185.57
800506	Software Analyst	ITM	002	\$41,569.77	\$66,454.98
S00100	Staff Accountant	SHF	012	\$34,974.63	\$55,596.32
500700	Staff Technician I	OPS	008	\$26,357.53	\$42,135.23
500701	Staff Technician II	OPS	009	\$28,519.18	\$45,595.78
100427	Stage Crew Chief	OPS	012	\$36,326.70	\$58,071.24
800401	Stage Production Manager	MAP	007	\$38,897.62	\$62,185.57
500771	Stenographic Reporter II	OPS	008	\$26,357.53	\$42,135.23
600883	Storekeeper I	OPS	005	\$20,923.83	\$33,450.98
600884	Storekeeper II	OPS	007	\$24,383.30	\$38,982.71
600885	Storekeeper III	OPS	008	\$26,357.53	\$42,135.23
800513	Storm Water Assistant Superintendent	MAP	009	\$44,051.29	\$70,424.98
000125	Storm Water Engineer	SRM	005	\$56,613.00	\$99,638.00
000031	Storm Water Operations Manager	MAP	011	\$50,039.68	\$79,996.72
700976	Street Maintenance Supervisor	OPS	010	\$30,886.53	\$49,374.07
000141	Streets Engineer	SRM	005	\$56,613.00	\$99,638.00
000127	Superintendent of Cemeteries	SRM	004	\$53,282.00	\$93,778.00
000130	Superintendent of Parks and Forestry	SRM	004	\$53,282.00	\$93,778.00
000132	Superintendent of Recreation	SRM	003	\$50,219.00	\$88,386.00
000136	Superintendent of Traffic Operations	MAP	011	\$50,039.68	\$79,996.72
000138	Superintendent of Virginia Zoological Park	SRM	006	\$60,236.00	\$106,016.00
000134	Superintendent of Waste Management	SRM	005	\$56,613.00	\$99,638.00
600890	Supervising Operating Engineer, HVAC	MAP	007	\$38,897.62	\$62,185.57
800022	Support Technician	OPS	006	\$22,577.09	\$36,091.91
200544	Survey Party Chief	OPS	010	\$30,886.53	\$49,374.07
S00095	Systems Administrator	SHF	016	\$40,487.09	\$64,359.59
100346	Systems Manager	MAP	009	\$44,051.29	\$70,424.98
200549	Systems Programmer	ITM	006	\$53,932.14	\$86,217.74
200414	Technical Systems Administrator	ITO	006	\$33,047.08	\$52,832.48
100430	Therapeutic Recreation Specialist	OPS	010	\$30,886.53	\$49,374.07
800510	Towing Operations Manager	SRM	001	\$44,801.00	\$78,849.00
100389	Traffic Engineering Assistant	MAP	009	\$44,051.29	\$70,424.98
200495	Traffic Investigator	OPS	008	\$26,357.53	\$42,135.23
700980	Traffic Maintenance Supervisor	MAP	006	\$36,592.73	\$58,498.82
800981	Traffic Maintenance Technician I	OPS	004	\$19,410.58	\$31,034.08
700981	Traffic Maintenance Technician II	OPS	007	\$24,383.30	\$38,982.71
700983	Traffic Maintenance Technician III	OPS	009	\$28,519.18	\$45,595.78



<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
700982	Traffic Sign Fabricator	OPS	005	\$20,923.83	\$33,450.98
800012	Traffic Signal Technician I	OPS	007	\$24,383.30	\$38,982.71
800013	Traffic Signal Technician II	OPS	008	\$26,357.53	\$42,135.23
800016	Traffic Signal Technician III	OPS	009	\$28,519.18	\$45,595.78
800014	Traffic Signal Technician IV	OPS	010	\$30,886.53	\$49,374.07
600842	Traffic Signal Technician V	MAP	007	\$38,897.62	\$62,185.57
900007	Traffic Systems Engineering Technician I	OPS	011	\$33,481.14	\$53,527.16
900008	Traffic Systems Engineering Technician II	OPS	012	\$36,326.70	\$58,071.24
700984	Tree Trimmer	OPS	008	\$26,357.53	\$2,135.23
800035	Utility Construction Inspector	OPS	011	\$33,481.14	\$53,527.16
800610	Utility Customer Services Manager	SRM	004	\$53,282.00	\$ 93,778.00
600892	Utility Maintenance Mechanic I	OPS	007	\$24,383.30	\$38,982.71
600893	Utility Maintenance Mechanic II	OPS	008	\$26,357.53	\$42,135.23
600894	Utility Maintenance Mechanic III	OPS	009	\$28,519.18	\$45,595.78
700986	Utility Maintenance Supervisor	OPS	011	\$33,481.14	\$53,527.16
100332	Utility Operations Manager	SRM	005	\$56,613.00	\$99,638.00
100394	Utility Planner	MAP	006	\$36,592.73	\$58,498.82
S00062	Van Driver	SHF	001	\$17,664.02	\$28,079.81
700995	Veterinary Technician	OPS	008	\$26,357.53	\$42,135.23
C00014	Victim Advocate	COF	000	\$20,300.00	\$86,275.00
C00012	Victim/Witness Program Advocate I	COF	000	\$20,300.00	\$86,275.00
C00011	Victim/Witness Program Advocate II	COF	000	\$20,300.00	\$86,275.00
100287	Victim/Witness Program Assistant Director	COF	001	\$26,358.00	\$42,136.00
100271	Victim/Witness Program Director	COF	006	\$41,380.00	\$66,148.00
800029	Visitor Services Assistant	OPS	006	\$22,577.09	\$36,091.91
800036	Visitor Services Coordinator	OPS	009	\$28,519.18	\$45,595.78
100246	Visitor Services Specialist	MAP	004	\$32,456.87	\$51,887.90
800500	Wage & Salary Team Leader	MAP	006	\$36,592.73	\$58,498.82
800041	Wage & Salary Technician	OPS	008	\$26,357.53	\$42,135.23
100397	Water Chemist	MAP	005	\$34,449.40	\$55,073.81
100399	Water Production Manager	SRM	005	\$56,613.00	\$99,638.00
100333	Water Quality Manager	SRM	003	\$50,219.00	\$88,386.00
800043	Water Treatment Plant Maintenance Technician	OPS	008	\$26,357.53	\$42,135.23
200543	Water Treatment Supervisor	MAP	011	\$50,039.68	\$79,996.72
200565	Waterworks Operator I	OPS	006	\$22,577.09	\$36,091.91
200566	Waterworks Operator II	OPS	008	\$26,357.53	\$42,135.23
200567	Waterworks Operator III	OPS	010	\$30,886.53	\$49,374.07
200568	Waterworks Operator IV	OPS	011	\$33,481.14	\$53,527.16
800519	Webmaster	MAP	006	\$36,592.73	\$58,498.82

<b>Alphabetical Listing of Pay Plan Classifications</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
600897	Welder	OPS	009	\$28,519.18	\$45,595.78
S00066	Work Release Crew Supervisor	SHF	005	\$27,403.12	\$43,560.57
100386	Youth Development Manager	MAP	010	\$46,932.39	\$75,027.22
200459	Zoning Enforcement Coordinator	MAP	009	\$44,051.29	\$70,424.98
200490	Zoning Enforcement Specialist I	OPS	010	\$30,886.53	\$49,374.07
200491	Zoning Enforcement Specialist II	OPS	011	\$33,481.14	\$53,527.16
200492	Zoning Enforcement Specialist III	OPS	013	\$39,450.14	\$63,068.75
700998	Zookeeper	OPS	008	\$26,357.53	\$42,135.23



Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**FLSA Exempt Job Listing**



# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
100153	Accountant III	MAP	006	Administrative
100154	Accountant IV	MAP	009	Professional
100186	Accounting Manager	MAP	012	Management
800515	Accounting Supervisor	MAP	009	Professional
100197	Administrative Analyst	MAP	008	Administrative
500706	Administrative Assistant II	MAP	003	Administrative
800100	Administrative Assistant II CWA	COF	002	Administrative
500001	Administrative Manager	MAP	011	Administrative
000123	Administrative Services Manager	SRM	003	Administrative
700978	Animal Services Supervisor	MAP	010	Executive
700989	Animal Services Supervisor - Animal Protection	MAP	010	Management
800505	Applications Analyst	ITM	004	Administrative
200546	Applications Development Team Supervisor	ITM	006	Management
900005	Architect I	MAP	007	Professional
100174	Architect II	MAP	011	Administrative
100175	Architect III	MAP	012	Professional
100177	Archivist	MAP	006	Administrative
100284	Arts Manager	SRM	001	Administrative
000059	Assistant Chief Of Police	POL	008	Executive
100181	Assistant City Attorney I	LAW	001	Administrative
100182	Assistant City Attorney II	LAW	002	Administrative
100183	Assistant City Attorney III	LAW	003	Administrative
100415	Assistant City Auditor I	MAP	004	Administrative
100416	Assistant City Auditor II	MAP	007	Administrative
000088	Assistant City Engineer	MAP	014	Administrative
000002	Assistant City Manager	EXE	004	Executive
000034	Assistant City Surveyor	MAP	011	Administrative
100188	Assistant Commonwealth's Attorney I	COF	008	Professional
100189	Assistant Commonwealth's Attorney II	COF	009	Professional
100190	Assistant Commonwealth's Attorney III	COF	010	Professional
000016	Assistant Director of Business Services	SRM	006	Executive
000006	Assistant Director of Entertainment Facilities	SRM	006	Executive
000327	Assistant Director of Cultural Affairs & Special Events	SRM	006	Executive
000039	Assistant Director of Customer Services & Management	SRM	007	Executive
000005	Assistant Director of Development	SRM	006	Executive
000048	Assistant Director of Finance/City Controller	SRM	006	Executive
000008	Assistant Director of Human Resources	SRM	006	Executive
000078	Assistant Director of Human Services	SRM	006	Executive
000017	Assistant Director of Information Technology	SRM	007	Executive
800700	Assistant Director of Maritime Center	SRM	005	Executive
000324	Assistant Director of Marketing	SRM	004	Management

# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
000018	Assistant Director of Neighborhood Preservation	SRM	006	Executive
000325	Assistant Director of Planning	SRM	006	Executive
000013	Assistant Director of Public Works	SRM	007	Executive
000043	Assistant Director of Recreation/Parks & Open Space	SRM	006	Executive
000014	Assistant Director of Utilities	SRM	007	Executive
000804	Assistant Facilities Maintenance Manager	MAP	012	Management
300601	Assistant Fire Chief	FRS	010	Executive
000020	Assistant Fleet Maintenance Manager	MAP	011	Management
000027	Assistant Streets Engineer	MAP	011	Executive
000023	Assistant Superintendent of Cemeteries	MAP	011	Management
000024	Assistant Superintendent of Parks/Forestry	MAP	011	Management
000029	Assistant Superintendent of Utility Division	MAP	012	Management
000026	Assistant Superintendent of Waste Management	MAP	012	Management
100426	Assistant to the City Manager	EXE	001	Administrative
100200	Auditor I	MAP	007	Administrative
100201	Auditor II	MAP	009	Administrative
100202	Auditor Supervisor	MAP	010	Professional
600813	Automotive Maintenance Operations Manager	MAP	007	Management
600815	Automotive Parts Operations Manager	MAP	007	Management
300609	Battalion Fire Chief	FRS	009	Executive
100159	Box Office Manager	MAP	008	Administrative
100205	Box Office Supervisor	MAP	003	Administrative
100215	Budget Team Leader	SRM	004	Management
100192	Business Development Manager	SRM	002	Management
100323	Business Manager	MAP	008	Administrative
200406	Business Process Management Analyst	ITM	004	Administrative
100169	Cash & Investments Analyst	MAP	008	Administrative
100282	Chief Deputy City Attorney	LAW	007	Administrative
100278	Chief Deputy City Clerk	MAP	010	Administrative
100220	Chief Deputy Commonwealth's Attorney	COF	012	Professional
100222	Chief Deputy I COR	MAP	009	Administrative
100223	Chief Deputy II COR	MAP	012	Administrative
200421	Chief Deputy Real Estate Assessor	MAP	012	Management
800702	Chief of Construction Inspection	MAP	012	Management
800701	Chief of Construction Operations	MAP	012	Management
000066	Chief of Fire-Rescue	EXE	003	Executive
200420	Chief of Neighborhood Preservation	SRM	003	Management
000040	Chief of Police	EXE	003	Executive
600830	Chief Operating Engineer HVAC	MAP	010	Management
100234	Chief Training Officer-CES	MAP	007	Administrative
100242	Child Facility Administrator I	MAP	007	Administrative

# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
100243	Child Facility Administrator II	MAP	009	Administrative
000110	City Assessor	CCA	002	Executive
000042	City Attorney	CCA	003	Executive
000044	City Auditor	CCA	001	Executive
000046	City Clerk	CCA	002	Executive
000049	City Engineer	SRM	007	Executive
700910	City Forester	MAP	010	Management
100311	City Historian	MAP	007	Administrative
000050	City Manager	CCA		Executive
100248	City Planner I	MAP	006	Administrative
100249	City Planner II	MAP	008	Administrative
100254	City Planner III	MAP	010	Administrative
100250	City Planning Manager	SRM	003	Management
100379	City Safety Officer	MAP	009	Administrative
100252	City Surveyor	SRM	004	Administrative
100233	City Transportation Engineer	SRM	006	Executive
T00001	City Treasurer	COF	011	Executive
100162	City Wellness Coordinator	MAP	008	Administrative
100255	Civil Engineer I	MAP	007	Professional
100256	Civil Engineer II	MAP	010	Administrative
100257	Civil Engineer III	MAP	011	Administrative
100258	Civil Engineer IV	MAP	012	Professional
100259	Civil Engineer V	MAP	013	Administrative
200428	Claims Adjuster II	MAP	008	Administrative
CC0001	Clerk of the Circuit Court	COF	011	Executive
000095	Code Official	SRM	006	Executive
200485	Codes Enforcement Team Leader	MAP	008	Management
800046	Codes Records & Research Manager	MAP	010	Management
100262	Collection Coordinator	MAP	005	Administrative
000052	Commissioner of the Revenue	COF	011	Executive
000053	Commonwealth's Attorney	COF	013	Executive
000116	Community Assessment Team Coordinator	MAP	006	Management
200432	Computer Operations Supervisor	ITM	002	Management
200463	Construction Inspector III	MAP	007	Administrative
000805	Contract Administrator	MAP	010	Management
100370	Contract Monitoring Specialist	MAP	005	Administrative
100272	Curator	MAP	007	Administrative
100273	Database Administrator	ITM	006	Professional
000270	Database Manager	ITM	008	Management
300606	Deputy Chief of Fire-Rescue	FRS	011	Management
100275	Deputy City Attorney I	LAW	004	Administrative
100276	Deputy City Attorney II	LAW	005	Administrative
100417	Deputy City Auditor	MAP	010	Administrative



# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
100425	Deputy City Clerk/Administrative Analyst I	MAP	010	Administrative
100420	Deputy City Clerk/Executive Assistant I	MAP	005	Administrative
000055	Deputy City Clerk/Media Relation Manager	MAP	014	Management
000092	Deputy Code Official	MAP	011	Management
100280	Deputy Commonwealth's Attorney	COF	011	Professional
000058	Deputy Emergency Services Coordinator	MAP	012	Management
100203	Deputy Registrar/Elections Administrator	MAP	006	Administrative
800049	Detention Center Assistant Superintendent	MAP	009	Management
100244	Detention Center Superintendent	MAP	011	Management
800048	Detention Center Supervisor	MAP	007	Administrative
000575	Director of Budget & Management	EXE	003	Executive
000054	Director of Communications	EXE	001	Executive
000065	Director of Cultural Facilities, Arts and Entertainment	EXE	003	Executive
000067	Director of Development	EXE	003	Executive
000068	Director of Finance & Business Services	EXE	003	Executive
000070	Director of Human Resources	EXE	003	Executive
000071	Director of Human Services	EXE	003	Executive
000072	Director of Information Technology	EXE	003	Executive
000003	Director of Intergovernmental Relations	EXE	001	Executive
000073	Director of Libraries	EXE	003	Executive
000084	Director of Maritime Center	EXE	003	Executive
000045	Director of Neighborhood Preservation	EXE	003	Executive
000075	Director of Planning	EXE	003	Executive
000076	Director of Public Works	EXE	003	Executive
000081	Director of Recreation/Parks & Open Space	EXE	003	Executive
000056	Director of the Office of Emergency Preparedness & Response	EXE	001	Executive
000121	Director of the Office on Homelessness	EXE	001	Administrative
000077	Director of Utilities	EXE	003	Executive
000142	Director of Virginia Zoological Park	EXE	002	Executive
100295	Disability Case Manager	MAP	007	Administrative
100449	Economic Forecast Specialist	MAP	010	Administrative
100245	Education Manager	MAP	009	Administrative
200540	Eligibility Supervisor	MAP	007	Administrative
100315	Employee Benefits Manager	MAP	011	Administrative
100266	Energy Conservation Coordinator	MAP	010	Administrative
000085	Engineering Manager	SRM	006	Executive
100297	Enterprise Controller	MAP	012	Management
000143	Enterprise Solutions Manager	SRM	006	Administrative
100299	Environmental Engineer	MAP	009	Administrative
000100	Environmental Services Manager	SRM	005	Executive
800402	Event Coordinator	MAP	007	Administrative
000082	Event Manager	MAP	009	Management

# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
000087	Executive Manager of Retirement System	SRM	006	Executive
100871	Facilities Maintenance Manager	SRM	005	Executive
800521	Facilities Manager	MAP	008	Management
000047	Financial Operations Mgr	MAP	011	Management
200444	Fire Marshal	FRS	009	Executive
000090	Fiscal Manager I	MAP	008	Administrative
800504	Fiscal Manager II	MAP	010	Management
100371	Fiscal Monitoring Spec I	MAP	006	Administrative
100372	Fiscal Monitoring Spec II	MAP	008	Administrative
100167	Fiscal Systems Analyst	ITM	004	Administrative
600819	Fleet Coordinator	MAP	006	Management
000091	Fleet Maintenance Manager	SRM	005	Executive
700930	Forestry Supervisor	MAP	008	Management
200542	Fraud Supervisor	MAP	007	Management
700988	General Utility Maintenance Supervisor	MAP	008	Management
800555	GIS Specialist II	ITM	001	Professional
800556	GIS Specialist III	ITM	003	Professional
800557	GIS Team Supervisor	ITM	005	Professional
100423	GIS Technology II	MAP	006	Administrative
200419	Grant & Development Coordinator	MAP	009	Administrative
100451	Grants Management Administrator	MAP	009	Administrative
100450	Grants Management Assistant	MAP	007	Administrative
100164	Health & Fitness Facilitator	MAP	004	Administrative
700937	Horticulturist	MAP	007	Administrative
800349	Human Resources Generalist	MAP	007	Administrative
100307	Human Resources Team Leader	MAP	010	Administrative
100309	Human Services Coordinator	MAP	009	Administrative
100385	Information Management Supervisor	MAP	008	Administrative
100168	Information Technology Planner	ITM	004	Administrative
200401	Information Technology Telecommunications Analyst II	ITM	002	Professional
200402	Information Technology Telecommunications Analyst III	ITM	006	Professional
800020	Information Technology Training Coordinator	ITM	002	Professional
100318	Legal Administrator	MAP	011	Administrative
800110	Legal Administrator CWA	COF	007	Administrative
400655	Legal Executive Coordinator	MAP	009	Administrative
100320	Librarian I	MAP	005	Administrative
100321	Librarian II	MAP	008	Administrative
100322	Librarian III	MAP	009	Administrative
100327	Library Public Services Administrator	SRM	006	Executive
000009	Library Support Services Administrator	SRM	006	Executive
000097	MacArthur Memorial Director	SRM	004	Executive

# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
600846	Maintenance Shop Manager	MAP	008	Management
700946	Maintenance Supervisor I	MAP	005	Management
700947	Maintenance Supervisor II	MAP	007	Management
100171	Management Analyst I	MAP	006	Administrative
100172	Management Analyst II	MAP	008	Administrative
100173	Management Analyst III	MAP	009	Administrative
100319	Management Services Administrator	SRM	004	Administrative
000103	Manager of Applications Development	SRM	006	Executive
000251	Manager of Broadcast Services	SRM	002	Management
100875	Manager of Budget & Accounting	SRM	004	Management
100409	Manager of Cruise Operations & Marketing	SRM	002	Administrative
000327	Manager of Cultural Affairs & Special Events	SRM	006	Executive
100302	Manager of Geographic Information & Technology Planning	SRM	005	Executive
800047	Manager of Legislative Research & Administration	MAP	009	Management
000101	Manager of Microcomputers & Radio Communication Systems	SRM	006	Executive
700955	Manager of Operations & Engineering	MAP	010	Management
000157	Manager of Public Relations	SRM	002	Executive
000252	Manager of Publications & Direct Communications	SRM	002	Management
100193	Manager of Real Estate	SRM	005	Management
100191	Manager of Special Districts & Programs	SRM	001	Management
000104	Manager of Technology Support & Operations	SRM	006	Executive
000120	Manager of the Office of Grants Management	EXE	001	Executive
100247	Manager of Visitor Marketing	MAP	010	Management
100265	Manager of Visitor Services	MAP	007	Administrative
800518	Maritime Operations Manager	MAP	010	Management
600849	Materials Manager	MAP	011	Management
100343	Media & Promotions Manager	MAP	008	Management
200451	Microcomputer Systems Team Supervisor	ITM	005	Management
100251	Municipal Debt Administrator	MAP	012	Administrative
000297	Neighborhood Services Manager	MAP	011	Management
800546	Network Engineer II	ITM	004	Professional
800545	Network Engineer III	ITM	006	Professional
200403	Network Engineer IV	ITM	008	Professional
800547	Network Security Engineer	ITM	006	Professional
500755	Office Manager	MAP	003	Management
000113	Operations Manager	MAP	010	Management
800537	Organizational Development Specialist	MAP	008	Administrative
000107	Parking Administrator	MAP	009	Management
000010	Parking Director	SRM	004	Executive
100340	Parking Manager	MAP	007	Management



# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
100387	Parking Supervisor	MAP	002	Administrative
100155	Payroll Accountant	MAP	006	Administrative
800042	Payroll Specialist	MAP	006	Administrative
100157	Payroll Team Leader	MAP	009	Administrative
800347	Personnel Specialist	MAP	005	Administrative
300623	Police Captain	POL	007	Executive
300625	Police Lieutenant	POL	006	Executive
000122	Police Planning Manager	SRM	003	Administrative
100170	Police Program Policy Specialist	MAP	006	Administrative
100305	Police Records & Identification Section Supervisor	MAP	007	Management
100317	Police Training and Development Manager	MAP	007	Administrative
000041	Principal Analyst	SRM	005	Management
100351	Program Administrator	MAP	008	Administrative
800523	Program Supervisor	MAP	008	Administrative
200516	Programmer/Analyst II	ITM	001	Professional
200517	Programmer/Analyst III	ITM	002	Professional
200518	Programmer/Analyst IV	ITM	003	Professional
200519	Programmer/Analyst V	ITM	005	Professional
800570	Programs Manager	MAP	011	Administrative
100268	Project Coordinator	MAP	008	Administrative
000063	Property Manager	MAP	011	Administrative
S00085	Public Affairs Officer	SHF	015	Administrative
100375	Public Information Specialist I	MAP	004	Administrative
100376	Public Information Specialist II	MAP	006	Administrative
100410	Public Relations Specialist	MAP	007	Administrative
100269	Public Services Coordinator I	MAP	006	Administrative
000109	Purchasing Agent	SRM	005	Executive
100453	Quality & Finance Analyst	MAP	008	Administrative
100176	Real Estate Analyst	MAP	006	Administrative
200434	Real Estate Appraisal Team Leader	MAP	009	Management
800517	Real Estate Coordinator	MAP	007	Administrative
100341	Records Administrator	MAP	008	Administrative
100355	Recreation Supervisor	MAP	005	Administrative
800522	Recycling Coordinator	MAP	010	Administrative
100358	Registered Nurse	MAP	005	Administrative
000111	Registrar/Elections Administrator	COF	000	Executive
100360	Reservoir Manager	MAP	005	Administrative
900004	Right of Way Permit Supervisor	MAP	009	Administrative
800514	Right of Way Program Manager	MAP	010	Administrative
000112	Risk Manager	MAP	011	Administrative
100217	Sales Representative	MAP	006	Administrative

# FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
600877	Security Manager	MAP	008	Management
100402	Senior Business Development Manager-Commercial	SRM	002	Management
100324	Senior Business Development Manager-Finance	SRM	003	Management
100401	Senior Business Development Manager-Maritime	SRM	002	Management
100279	Senior Deputy City Attorney	LAW	006	Administrative
100253	Senior Exhibits Manager/Designer	MAP	008	Management
100166	Senior Information Technology Planner	ITM	008	Administrative
200450	Senior Micro Computer Systems Analyst	ITM	001	Professional
800550	Senior Network Analyst	MAP	009	Administrative
100404	Senior Projects Manager	SRM	001	Administrative
100452	Senior Quality & Finance Analyst	MAP	009	Administrative
100356	Senior Recreation Supervisor I	MAP	006	Administrative
100357	Senior Recreation Supervisor II	MAP	008	Administrative
100392	Senior Traffic Engineer	MAP	010	Administrative
100391	Senior Transportation Engineer	MAP	010	Administrative
100398	Senior Water Chemist	MAP	007	Administrative
S00001	Sheriff	COF	011	Executive
100364	Social Work Supervisor I	MAP	009	Administrative
200404	Social Worker III	MAP	007	Administrative
800506	Software Analyst	ITM	002	Administrative
S00100	Staff Accountant	SHF	012	Administrative
800401	Stage Production Manager	MAP	007	Administrative
800513	Storm Water Asst Supt	MAP	009	Management
000125	Storm Water Engineer	SRM	005	Executive
000031	Storm Water Operations Manager	MAP	011	Management
000141	Streets Engineer	SRM	005	Executive
000127	Superintendent of Cemeteries	SRM	004	Executive
000130	Superintendent of Parks and Forestry	SRM	004	Executive
000132	Superintendent of Recreation	SRM	003	Executive
000136	Superintendent of Traffic Operations	MAP	011	Management
000138	Superintendent of Virginia Zoological Park	SRM	006	Executive
000134	Superintendent of Waste Management	SRM	005	Executive
600890	Supervising Operating Engineer, HVAC	MAP	007	Management
100346	Systems Manager	MAP	009	Administrative
200549	Systems Programmer	ITM	006	Professional
800510	Towing Operations Manager	SRM	001	Management
100389	Traffic Engineering Assistant	MAP	009	Administrative
700980	Traffic Maintenance Supervisor	MAP	006	Management
600842	Traffic Signal Technician V	MAP	007	Administrative
800610	Utility Customer Service Manager	SRM	004	Management
100332	Utility Operations Manager	SRM	005	Executive
100394	Utility Planner	MAP	006	Administrative

## FLSA EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Pay Plan	Grade	FLSA Status
100287	Victim/Witness Program Assistant Director	COF	001	Administrative
100271	Victim/Witness Program Director	COF	006	Administrative
100246	Visitor Services Specialist	MAP	004	Administrative
800500	Wage & Salary Team Leader	MAP	006	Administrative
100397	Water Chemist	MAP	005	Administrative
100399	Water Production Manager	SRM	005	Executive
100333	Water Quality Manager	SRM	003	Administrative
200543	Water Treatment Supervisor	MAP	011	Management
800519	Webmaster	MAP	006	Professional
100386	Youth Development Manager	MAP	010	Administrative
200459	Zoning Enforcement Coordinator	MAP	009	Administrative





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**FLSA Non-Exempt Job Listing**

# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
100151	Accountant I	OPS	010
100152	Accountant II	OPS	011
800019	Accounting Technician	OPS	007
800027	Administrative Secretary	OPS	009
800001	Administrative Technician	OPS	008
300620	Animal Caretaker	OPS	003
700902	Animal Registrar	OPS	010
600801	Asphalt Plant Operator	OPS	009
600802	Asphalt Plant Operator II	OPS	010
200407	Assistant Fire Marshal	FRS	006
800023	Assistant City Clerk/Support Technician	OPS	006
700901	Assistant Supervisor of Animal Services	OPS	013
600807	Autobody Repair Mechanic	OPS	008
600810	Automotive Machinist	OPS	010
600817	Automotive Mechanic	OPS	009
800044	Automotive Repair Technician	OPS	009
600821	Automotive Service Attendant	OPS	006
500713	Benefits Specialist	OPS	008
600822	Bricklayer	OPS	008
200454	Bridge Inspection Supervisor	OPS	012
700905	Bridge Maintenance Supervisor	OPS	011
800033	Broadcast Production Assistant	OPS	006
700903	Building/Equipment Maintenance Supervisor	OPS	011
100209	Buyer I	OPS	010
100210	Buyer II	OPS	013
600824	Carpenter I	OPS	008
600825	Carpenter II	OPS	009
100199	Case Management Specialist	OPS	011
700906	Cemetery Manager I	OPS	007
700907	Cemetery Manager II	OPS	010
800028	Chief Waterworks Operator	OPS	012
100237	Child Counselor I	OPS	009
100238	Child Counselor II	OPS	010

# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
100239	Child Counselor III	OPS	012
200425	City Planning Technician	OPS	010
200427	Claims Adjuster I	OPS	010
800006	Codes Specialist	OPS	010
200552	Compliance Inspector	OPS	011
200430	Computer Operator I	ITO	001
200431	Computer Operator II	ITO	004
100213	Concrete Finisher	OPS	007
200461	Construction Inspector I	OPS	009
200462	Construction Inspector II	OPS	011
700912	Cook	OPS	003
400651	Creative Designer & Production Manager	OPS	013
700914	Crew Leader I	OPS	008
700915	Crew Leader II	OPS	009
400652	Criminal Docket Specialist	OPS	010
200531	Cross Connection Specialist	OPS	009
700920	Custodian	OPS	002
800018	Customer Service Representative	OPS	004
500717	Data Processing Assistant I	OPS	004
500718	Data Processing Assistant II	OPS	005
500719	Data Processing Assistant III	OPS	006
200445	Data Quality Control Analyst	OPS	008
200443	Data Quality Control Manager	OPS	010
500768	Deputy City Clerk/Secretary to the Mayor	OPS	013
500773	Deputy City Clerk/Secretary	OPS	010
500764	Deputy City Clerk/Senior Secretary	OPS	011
500772	Deputy City Clerk/Stenographic Reporter	OPS	009
200470	Deputy Fire Marshal	FRS	008
800010	Education Specialist	OPS	008
800011	Election Assistant I	OPS	003
500759	Election Assistant II	OPS	005
800009	Election Assistant III	OPS	006
600834	Electrician I	OPS	007



# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
600835	Electrician II	OPS	009
600836	Electrician III	OPS	010
600837	Electrician IV	OPS	011
600840	Electronics Technician I	OPS	009
600841	Electronics Technician II	OPS	010
700990	Elephant Manager	OPS	012
800015	Eligibility Worker	OPS	009
100290	Employment Investigator	OPS	010
100294	Employment Services Worker II	OPS	012
700922	Engineering Aide	OPS	005
200437	Engineering Technician I	OPS	009
200438	Engineering Technician II	OPS	010
200439	Engineering Technician III	OPS	011
200440	Engineering Technician IV	OPS	012
700991	Environmental Health Assistant I	OPS	004
700992	Environmental Health Assistant II	OPS	005
200452	Environmental Specialist I	OPS	010
200453	Environmental Specialist II	OPS	012
700925	Equipment Operator II	OPS	006
700926	Equipment Operator III	OPS	008
700927	Equipment Operator IV	OPS	009
300611	Fire Captain	FRS	008
200471	Fire Inspector	FRS	005
300612	Fire Lieutenant	FRS	006
300602	Fire/Paramedic Lieutenant	FRS	007
300614	Firefighter EMT	FRS	002
300615	Firefighter EMT-C	FRS	004
300617	Firefighter EMT-Enhanced	FRS	003
300616	Firefighter EMT-P	FRS	005
300604	Firefighter Recruit	FRS	001
700911	Food Service Manager	OPS	012
700929	Forestry Crew Leader	OPS	010
100314	Fraud Investigator	OPS	010

# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
800040	GIS Specialist I	ITO	006
200418	GIS Technician	OPS	010
700933	Groundskeeper	OPS	004
700931	Groundskeeper Crew Leader	OPS	008
900006	Highway Operations Technician	OPS	010
700935	Horticulture Technician	OPS	006
200446	Human Services Aide	OPS	006
300618	Humane Officer I	OPS	008
300619	Humane Officer II	OPS	011
100310	Income Tax Auditor	OPS	010
200551	Information Technology Telecommunications Technician	ITO	007
800021	Information Technology Trainer	ITO	009
700939	Instrument Technician	OPS	009
100405	Judicial Executive Assistant	OPS	012
300626	Kennel Supervisor	OPS	009
200498	Landscape Coordinator I	OPS	011
200499	Landscape Coordinator II	OPS	012
700913	Laundry Worker	OPS	002
100316	Law Clerk	OPS	009
500735	Legal Assistant	OPS	012
800115	Legal Assistant CWA	COF	005
500740	Legal Secretary I	OPS	008
800120	Legal Secretary I CWA	COF	001
500741	Legal Secretary II	OPS	010
800125	Legal Secretary II CWA	COF	003
400665	Library Assistant I	OPS	004
400666	Library Assistant II	OPS	005
400660	Library Associate I	OPS	009
400661	Library Associate II	OPS	010
200474	License Inspector I	OPS	009
200475	License Inspector II	OPS	010
700941	Lifeguard	OPS	005
700942	Maintenance Mechanic I	OPS	007
700943	Maintenance Mechanic II	OPS	008

# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
700944	Maintenance Mechanic III	OPS	010
700949	Maintenance Worker I	OPS	003
700950	Maintenance Worker II	OPS	004
800032	Marine Life Specialist	OPS	008
700952	Messenger/Driver	OPS	003
300621	Meter Monitor	OPS	004
800449	Microcomputer Systems Analyst	ITO	005
500745	Micrographics Technician	OPS	005
300640	Museum Attendant	OPS	005
200482	Neighborhood Development Specialist	OPS	010
500748	Office Aide	OPS	001
500750	Office Assistant	OPS	003
600852	Operating Engineer I	OPS	007
600853	Operating Engineer II	OPS	010
300638	Operations Officer	OPS	006
600855	Painter I	OPS	007
600856	Painter II	OPS	009
400670	Paralegal	OPS	010
400671	Paralegal Claims Investigator	OPS	012
800130	Paralegal CWA	COF	003
200510	Permit Technician	OPS	008
200511	Permits Specialist	OPS	011
200509	Photographic Lab Technician	OPS	008
600860	Plumber II	OPS	008
600861	Plumber III	OPS	009
300624	Police Corporal	POL	004
400672	Police Identification Clerk	OPS	006
300629	Police Officer I	POL	002
300630	Police Officer II	POL	003
300632	Police Recruit	POL	001
300635	Police Sergeant	POL	005
700951	Pool Manager	OPS	011
400675	Public Health Aide	OPS	004
800034	Public Relations Assistant	OPS	007



# FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
200554	Public Safety Telecommunications I	OPS	008
200555	Public Safety Telecommunications II	OPS	010
200556	Public Safety Telecommunications III	OPS	013
200553	Public Safety Telecommunications Trainee	OPS	007
800024	Radio Communications Systems Analyst	ITO	005
600876	Radio Communications Systems Supervisor	ITO	011
800025	Radio Communications Systems Technician	ITO	003
200525	Real Estate Appraiser I	OPS	010
200526	Real Estate Appraiser II	OPS	011
200527	Real Estate Appraiser III	OPS	013
500756	Records & Information Clerk	OPS	005
800026	Recreation Specialist	OPS	009
700969	Refuse Collection Supervisor	OPS	010
700966	Refuse Collector I	OPS	003
700967	Refuse Collector II	OPS	005
700970	Refuse Collector, Lead	OPS	008
700968	Refuse Collector, Senior	OPS	007
200484	Refuse Inspector	OPS	009
200528	Safety Specialist	OPS	011
500769	Secretary to the City Manager	OPS	011
800050	Security Counselor II	OPS	010
800051	Security Counselor III	OPS	012
300639	Security Officer	OPS	007
600808	Senior Autobody Repair Mechanic	OPS	010
800045	Senior Automotive Repair Technician	OPS	011
200426	Senior City Planning Technician	OPS	011
800489	Senior Codes Specialist	OPS	012
200532	Senior Cross-Connection Specialist	OPS	011
700919	Senior Custodian	OPS	003
500760	Senior Election Assistant	OPS	008
200512	Senior Permits Specialist	OPS	013
600875	Senior Radio Communication Systems Analyst	ITO	008
700987	Senior Utility Maintenance Supervisor	OPS	012
700975	Sign Manufacturing Technician	OPS	007
800052	Social Work Associate	OPS	008

## FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
100366	Social Worker I	OPS	010
100367	Social Worker II	OPS	012
500700	Staff Technician I	OPS	008
500701	Staff Technician II	OPS	009
100427	Stage Crew Chief	OPS	012
500771	Stenographic Reporter II	OPS	008
600883	Storekeeper I	OPS	005
600884	Storekeeper II	OPS	007
600885	Storekeeper III	OPS	008
700976	Street Maintenance Supervisor	OPS	010
800022	Support Technician	OPS	006
200544	Survey Party Chief	OPS	010
200414	Technical Systems Administrator	ITO	006
100430	Therapeutic Recreation Specialist	OPS	010
200495	Traffic Investigator	OPS	008
800981	Traffic Maintenance Technician I	OPS	004
700981	Traffic Maintenance Technician II	OPS	007
700983	Traffic Maintenance Technician III	OPS	009
700982	Traffic Sign Fabricator	OPS	005
800012	Traffic Signal Technician I	OPS	007
800013	Traffic Signal Technician II	OPS	008
800016	Traffic Signal Technician III	OPS	009
800014	Traffic Signal Technician IV	OPS	010
900007	Traffic Systems Engineering Technician I	OPS	011
900008	Traffic Systems Engineering Technician II	OPS	012
700984	Tree Trimmer	OPS	008

## FLSA NON-EXEMPT JOB CLASSIFICATIONS

Job Code	Classification Title	Sal Plan	Pay Grade
800035	Utility Construction Inspector	OPS	011
600892	Utility Maintenance Mechanic I	OPS	007
600893	Utility Maintenance Mechanic II	OPS	008
600894	Utility Maintenance Mechanic III	OPS	009
700986	Utility Maintenance Supervisor	OPS	011
700995	Veterinary Technician	OPS	008
800029	Visitor Services Assistant	OPS	006
800036	Visitor Services Coordinator	OPS	009
800041	Wage & Salary Technician	OPS	008
800043	Water Treatment Plant Maintenance Technician	OPS	008
200565	Waterworks Operator I	OPS	006
200566	Waterworks Operator II	OPS	008
200567	Waterworks Operator III	OPS	010
200568	Waterworks Operator IV	OPS	011
600897	Welder	OPS	009
200490	Zoning Enforcement Specialist I	OPS	010
200491	Zoning Enforcement Specialist II	OPS	011
200492	Zoning Enforcement Specialist III	OPS	013
700998	Zookeeper	OPS	008





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Pay Grade Listing**

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
500748	Office Aide	OPS	001	\$ 15,581.67	\$ 24,911.05
700920	Custodian	OPS	002	\$ 16,750.26	\$ 26,779.74
700913	Laundry Worker	OPS	002	\$ 16,750.26	\$ 26,779.74
S00062	Van Driver	SHF	001	\$ 17,664.02	\$ 28,079.81
300620	Animal Caretaker	OPS	003	\$ 18,023.33	\$ 28,815.36
700912	Cook	OPS	003	\$ 18,023.33	\$ 28,815.36
800011	Election Assistant I	OPS	003	\$ 18,023.33	\$ 28,815.36
700949	Maintenance Worker I	OPS	003	\$ 18,023.33	\$ 28,815.36
700952	Messenger/Driver	OPS	003	\$ 18,023.33	\$ 28,815.36
500750	Office Assistant	OPS	003	\$ 18,023.33	\$ 28,815.36
700966	Refuse Collector I	OPS	003	\$ 18,023.33	\$ 28,815.36
700919	Senior Custodian	OPS	003	\$ 18,023.33	\$ 28,815.36
800018	Customer Service Representative	OPS	004	\$ 19,410.58	\$ 31,034.08
500717	Data Processing Assistant I	OPS	004	\$ 19,410.58	\$ 31,034.08
700991	Environmental Health Asst I	OPS	004	\$ 19,410.58	\$ 31,034.08
700933	Groundskeeper	OPS	004	\$ 19,410.58	\$ 31,034.08
400665	Library Assistant I	OPS	004	\$ 19,410.58	\$ 31,034.08
700950	Maintenance Worker II	OPS	004	\$ 19,410.58	\$ 31,034.08
300621	Meter Monitor	OPS	004	\$ 19,410.58	\$ 31,034.08
400675	Public Health Aide	OPS	004	\$ 19,410.58	\$ 31,034.08
800981	Traffic Maintenance Technician I	OPS	004	\$ 19,410.58	\$ 31,034.08
000111	Registrar/Elections Administrator	COF	000	\$ 20,300.00	\$ 86,275.00
C00014	Victim Advocate	COF	000	\$ 20,300.00	\$ 86,275.00
C00012	Victim/Witness Program Advocate I	COF	000	\$ 20,300.00	\$ 86,275.00
C00011	Victim/Witness Program Advocate II	COF	000	\$ 20,300.00	\$ 86,275.00
500718	Data Processing Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
500759	Election Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
700922	Engineering Aide	OPS	005	\$ 20,923.83	\$ 33,450.98
700992	Environmental Health Asst II	OPS	005	\$ 20,923.83	\$ 33,450.98
400666	Library Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
700941	Lifeguard	OPS	005	\$ 20,923.83	\$ 33,450.98
500745	Micrographics Technician	OPS	005	\$ 20,923.83	\$ 33,450.98
300640	Museum Attendant	OPS	005	\$ 20,923.83	\$ 33,450.98
500756	Records & Information Clerk	OPS	005	\$ 20,923.83	\$ 33,450.98
700967	Refuse Collector II	OPS	005	\$ 20,923.83	\$ 33,450.98

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
600883	Storekeeper I	OPS	005	\$ 20,923.83	\$ 33,450.98
700982	Traffic Sign Fabricator	OPS	005	\$ 20,923.83	\$ 33,450.98
S00006	Receptionist	SHF	002	\$ 22,544.42	\$ 35,838.29
S00065	Records Clerk	SHF	002	\$ 22,544.42	\$ 35,838.29
T00102	Accounting Technician - TR	TRO	001	\$ 22,577.09	\$ 36,091.91
800023	Assistant City Clerk/Support Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
600821	Automotive Service Attendant	OPS	006	\$ 22,577.09	\$ 36,091.91
800033	Broadcast Production Assistant	OPS	006	\$ 22,577.09	\$ 36,091.91
T00101	Customer Service Representative-TR	TRO	001	\$ 22,577.09	\$ 36,091.91
500719	Data Processing Assistant III	OPS	006	\$ 22,577.09	\$ 36,091.91
800009	Election Assistant III	OPS	006	\$ 22,577.09	\$ 36,091.91
700925	Equipment Operator II	OPS	006	\$ 22,577.09	\$ 36,091.91
700935	Horticulture Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
200446	Human Services Aide	OPS	006	\$ 22,577.09	\$ 36,091.91
300638	Operations Officer	OPS	006	\$ 22,577.09	\$ 36,091.91
400672	Police Identification Clerk	OPS	006	\$ 22,577.09	\$ 36,091.91
800022	Support Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
800029	Visitor Services Assistant	OPS	006	\$ 22,577.09	\$ 36,091.91
200565	Waterworks Operator I	OPS	006	\$ 22,577.09	\$ 36,091.91
800019	Accounting Technician	OPS	007	\$ 24,383.30	\$ 38,982.71
700906	Cemetery Manager I	OPS	007	\$ 24,383.30	\$ 38,982.71
100213	Concrete Finisher	OPS	007	\$ 24,383.30	\$ 38,982.71
600834	Electrician I	OPS	007	\$ 24,383.30	\$ 38,982.71
700942	Maintenance Mechanic I	OPS	007	\$ 24,383.30	\$ 38,982.71
600852	Operating Engineer I	OPS	007	\$ 24,383.30	\$ 38,982.71
600855	Painter I	OPS	007	\$ 24,383.30	\$ 38,982.71
800034	Public Relations Assistant	OPS	007	\$ 24,383.30	\$ 38,982.71
200553	Public Safety Telecommunicator Trainee	OPS	007	\$ 24,383.30	\$ 38,982.71
700968	Refuse Collector, Senior	OPS	007	\$ 24,383.30	\$ 38,982.71
300639	Security Officer	OPS	007	\$ 24,383.30	\$ 38,982.71
T00104	Security Officer - TR	TRO	002	\$ 24,383.30	\$ 38,982.71
T00103	Senior Accounting Technician - TR	TRO	002	\$ 24,383.30	\$ 38,982.71
700975	Sign Manufacturing Technician	OPS	007	\$ 24,383.30	\$ 38,982.71
600884	Storekeeper II	OPS	007	\$ 24,383.30	\$ 38,982.71
700981	Traffic Maintenance Technician II	OPS	007	\$ 24,383.30	\$ 38,982.71
800012	Traffic Signal Technician I	OPS	007	\$ 24,383.30	\$ 38,982.71
600892	Utility Maintenance Mechanic I	OPS	007	\$ 24,383.30	\$ 38,982.71



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
200430	Computer Operator I	ITO	001	\$ 24,601.95	\$ 39,329.50
S00064	Secretary I	SHF	003	\$ 24,855.57	\$ 39,511.25
S00067	Electronic Surveillance Counselor	SHF	004	\$ 26,097.97	\$ 41,487.07
S00068	Fleet Coordinator	SHF	004	\$ 26,097.97	\$ 41,487.07
S00069	Maintenance Mechanic	SHF	004	\$ 26,097.97	\$ 41,487.07
S00056	Maintenance Mechanic I	SHF	004	\$ 26,097.97	\$ 41,487.07
800001	Administrative Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
600807	Auto Body Repair Mechanic	OPS	008	\$ 26,357.53	\$ 42,135.23
500713	Benefits Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
600822	Bricklayer	OPS	008	\$ 26,357.53	\$ 42,135.23
600824	Carpenter I	OPS	008	\$ 26,357.53	\$ 42,135.23
700914	Crew Leader I	OPS	008	\$ 26,357.53	\$ 42,135.23
200445	Data Quality Control Analyst	OPS	008	\$ 26,357.53	\$ 42,135.23
800010	Education Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
700926	Equipment Operator III	OPS	008	\$ 26,357.53	\$ 42,135.23
700931	Groundskeeper Crew Leader	OPS	008	\$ 26,357.53	\$ 42,135.23
300618	Humane Officer I	OPS	008	\$ 26,357.53	\$ 42,135.23
500740	Legal Secretary I	OPS	008	\$ 26,357.53	\$ 42,135.23
700943	Maintenance Mechanic II	OPS	008	\$ 26,357.53	\$ 42,135.23
800032	Marine Life Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
200510	Permit Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
200509	Photographic Lab Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
600860	Plumber II	OPS	008	\$ 26,357.53	\$ 42,135.23
200554	Public Safety Telecommunicator I	OPS	008	\$ 26,357.53	\$ 42,135.23
700970	Refuse Collector, Lead	OPS	008	\$ 26,357.53	\$ 42,135.23
500760	Senior Election Assistant	OPS	008	\$ 26,357.53	\$ 42,135.23
800052	Social Work Associate	OPS	008	\$ 26,357.53	\$ 42,135.23
500700	Staff Technician I	OPS	008	\$ 26,357.53	\$ 42,135.23
500771	Stenographic Reporter II	OPS	008	\$ 26,357.53	\$ 42,135.23
600885	Storekeeper III	OPS	008	\$ 26,357.53	\$ 42,135.23
200495	Traffic Investigator	OPS	008	\$ 26,357.53	\$ 42,135.23
800013	Traffic Signal Technician II	OPS	008	\$ 26,357.53	\$ 42,135.23
700984	Tree Trimmer	OPS	008	\$ 26,357.53	\$ 42,135.23
600893	Utility Maintenance Mechanic II	OPS	008	\$ 26,357.53	\$ 42,135.23
700995	Veterinary Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
800041	Wage & Salary Technician	OPS	008	\$ 26,357.53	\$ 42,135.23

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
800043	Water Treatment Plant Maintenance Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
200566	Waterworks Operator II	OPS	008	\$ 26,357.53	\$ 42,135.23
700998	Zookeeper	OPS	008	\$ 26,357.53	\$ 42,135.23
800120	Legal Secretary I CWA	COF	001	\$ 26,358.00	\$ 42,136.00
100287	Victim/Witness Program Assistant Director	COF	001	\$ 26,358.00	\$ 42,136.00
S00079	Secretary II	SHF	005	\$ 27,403.12	\$ 43,560.57
S00066	Work Release Crew Supervisor	SHF	005	\$ 27,403.12	\$ 43,560.57
800025	Radio Communications Systems Technician	ITO	003	\$ 27,629.53	\$ 44,169.77
S00070	Deputy Sheriff	SHF	006	\$ 28,213.06	\$ 44,848.08
S00071	Deputy Sheriff (Master)	SHF	006	\$ 28,213.06	\$ 44,848.08
800027	Administrative Secretary	OPS	009	\$ 28,519.18	\$ 45,595.78
600801	Asphalt Plant Operator	OPS	009	\$ 28,519.18	\$ 45,595.78
600817	Automotive Mechanic	OPS	009	\$ 28,519.18	\$ 45,595.78
800044	Automotive Repair Technician	OPS	009	\$ 28,519.18	\$ 45,595.78
600825	Carpenter II	OPS	009	\$ 28,519.18	\$ 45,595.78
100237	Child Counselor I	OPS	009	\$ 28,519.18	\$ 45,595.78
200461	Construction Inspector I	OPS	009	\$ 28,519.18	\$ 45,595.78
700915	Crew Leader II	OPS	009	\$ 28,519.18	\$ 45,595.78
200531	Cross Connection Specialist	OPS	009	\$ 28,519.18	\$ 45,595.78
500772	Deputy City Clerk/Stenographic Reporter	OPS	009	\$ 28,519.18	\$ 45,595.78
600835	Electrician II	OPS	009	\$ 28,519.18	\$ 45,595.78
600840	Electronics Technician I	OPS	009	\$ 28,519.18	\$ 45,595.78
800015	Eligibility Worker	OPS	009	\$ 28,519.18	\$ 45,595.78
200437	Engineering Technician I	OPS	009	\$ 28,519.18	\$ 45,595.78
700927	Equipment Operator IV	OPS	009	\$ 28,519.18	\$ 45,595.78
700939	Instrument Technician	OPS	009	\$ 28,519.18	\$ 45,595.78
300626	Kennel Supervisor	OPS	009	\$ 28,519.18	\$ 45,595.78
100316	Law Clerk	OPS	009	\$ 28,519.18	\$ 45,595.78
400660	Library Associate I	OPS	009	\$ 28,519.18	\$ 45,595.78
200474	License Inspector I	OPS	009	\$ 28,519.18	\$ 45,595.78
600856	Painter II	OPS	009	\$ 28,519.18	\$ 45,595.78
600861	Plumber III	OPS	009	\$ 28,519.18	\$ 45,595.78
800026	Recreation Specialist	OPS	009	\$ 28,519.18	\$ 45,595.78
200484	Refuse Inspector	OPS	009	\$ 28,519.18	\$ 45,595.78
500701	Staff Technician II	OPS	009	\$ 28,519.18	\$ 45,595.78
700983	Traffic Maintenance Technician III	OPS	009	\$ 28,519.18	\$ 45,595.78
800016	Traffic Signal Technician III	OPS	009	\$ 28,519.18	\$ 45,595.78
600894	Utility Maintenance Mechanic III	OPS	009	\$ 28,519.18	\$ 45,595.78

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
800036	Visitor Services Coordinator	OPS	009	\$ 28,519.18	\$ 45,595.78
600897	Welder	OPS	009	\$ 28,519.18	\$ 45,595.78
S00080	Jury Administrator	SHF	007	\$ 28,773.40	\$ 45,739.03
S00081	Secretary to the Sheriff	SHF	007	\$ 28,773.40	\$ 45,739.03
100387	Parking Supervisor	MAP	002	\$ 28,876.75	\$ 46,162.31
200431	Computer Operator II	ITO	004	\$ 29,309.73	\$ 46,857.00
S00082	Electronic Surveillance Supervisor	SHF	008	\$ 30,212.43	\$ 48,026.03
300604	Firefighter Recruit	FRS	001	\$ 30,391.64	\$ 30,391.64
300632	Police Recruit	POL	001	\$ 30,391.64	\$ 30,391.64
800100	Administrative Assistant II CWA	COF	002	\$ 30,603.00	\$ 48,922.00
500706	Administrative Assistant II	MAP	003	\$ 30,603.27	\$ 48,921.71
100205	Box Office Supervisor	MAP	003	\$ 30,603.27	\$ 48,921.71
500755	Office Manager	MAP	003	\$ 30,603.27	\$ 48,921.71
800125	Legal Secretary II CWA	COF	003	\$ 30,886.00	\$ 48,922.00
800130	Paralegal CWA	COF	003	\$ 30,886.00	\$ 48,922.00
100151	Accountant I	OPS	010	\$ 30,886.53	\$ 49,374.07
700902	Animal Registrar	OPS	010	\$ 30,886.53	\$ 49,374.07
600802	Asphalt Plant Operator II	OPS	010	\$ 30,886.53	\$ 49,374.07
600810	Automotive Machinist	OPS	010	\$ 30,886.53	\$ 49,374.07
100209	Buyer I	OPS	010	\$ 30,886.53	\$ 49,374.07
700907	Cemetery Manager II	OPS	010	\$ 30,886.53	\$ 49,374.07
100238	Child Counselor II	OPS	010	\$ 30,886.53	\$ 49,374.07
200425	City Planning Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
200427	Claims Adjuster I	OPS	010	\$ 30,886.53	\$ 49,374.07
800006	Codes Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
400652	Criminal Docket Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
200443	Data Quality Control Manager	OPS	010	\$ 30,886.53	\$ 49,374.07
500773	Deputy City Clerk/Secretary	OPS	010	\$ 30,886.53	\$ 49,374.07
600836	Electrician III	OPS	010	\$ 30,886.53	\$ 49,374.07
600841	Electronics Technician II	OPS	010	\$ 30,886.53	\$ 49,374.07
100290	Employment Investigator	OPS	010	\$ 30,886.53	\$ 49,374.07
200438	Engineering Technician II	OPS	010	\$ 30,886.53	\$ 49,374.07
200452	Environmental Specialist I	OPS	010	\$ 30,886.53	\$ 49,374.07
700929	Forestry Crew Leader	OPS	010	\$ 30,886.53	\$ 49,374.07
100314	Fraud Investigator	OPS	010	\$ 30,886.53	\$ 49,374.07
200418	GIS Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
900006	Highway Operations Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
100310	Income Tax Auditor	OPS	010	\$ 30,886.53	\$ 49,374.07



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
500741	Legal Secretary II	OPS	010	\$ 30,886.53	\$ 49,374.07
400661	Library Associate II	OPS	010	\$ 30,886.53	\$ 49,374.07
200475	License Inspector II	OPS	010	\$ 30,886.53	\$ 49,374.07
700944	Maintenance Mechanic III	OPS	010	\$ 30,886.53	\$ 49,374.07
200482	Neighborhood Development Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
600853	Operating Engineer II	OPS	010	\$ 30,886.53	\$ 49,374.07
400670	Paralegal	OPS	010	\$ 30,886.53	\$ 49,374.07
200555	Public Safety Telecommunicator II	OPS	010	\$ 30,886.53	\$ 49,374.07
200525	Real Estate Appraiser I	OPS	010	\$ 30,886.53	\$ 49,374.07
700969	Refuse Collection Supervisor	OPS	010	\$ 30,886.53	\$ 49,374.07
800050	Security Counselor II	OPS	010	\$ 30,886.53	\$ 49,374.07
600808	Senior Autobody Repair Mechanic	OPS	010	\$ 30,886.53	\$ 49,374.07
100366	Social Worker I	OPS	010	\$ 30,886.53	\$ 49,374.07
700976	Street Maintenance Supervisor	OPS	010	\$ 30,886.53	\$ 49,374.07
200544	Survey Party Chief	OPS	010	\$ 30,886.53	\$ 49,374.07
100430	Therapeutic Recreation Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
800014	Traffic Signal Technician IV	OPS	010	\$ 30,886.53	\$ 49,374.07
200567	Waterworks Operator III	OPS	010	\$ 30,886.53	\$ 49,374.07
200490	Zoning Enforcement Specialist I	OPS	010	\$ 30,886.53	\$ 49,374.07
S00072	Deputy Sheriff (Corporal)	SHF	009	\$ 31,105.41	\$ 49,445.52
800449	Microcomputer Systems Analyst	ITO	005	\$ 31,111.63	\$ 49,734.88
800024	Radio Communications Systems Analyst	ITO	005	\$ 31,111.63	\$ 49,734.88
S00084	Payroll & Benefits Coordinator	SHF	010	\$ 31,722.63	\$ 50,427.63
300614	Firefighter EMT	FRS	002	\$ 32,311.46	\$ 46,799.91
300629	Police Officer I	POL	002	\$ 32,311.46	\$ 32,311.46
100415	Assistant City Auditor I	MAP	004	\$ 32,456.87	\$ 51,887.90
100164	Health & Fitness Facilitator	MAP	004	\$ 32,456.87	\$ 51,887.90
100375	Public Information Specialist I	MAP	004	\$ 32,456.87	\$ 51,887.90
100246	Visitor Services Specialist	MAP	004	\$ 32,456.87	\$ 51,887.90
S00083	Assistant Procurement Specialist	SHF	011	\$ 32,660.24	\$ 51,918.10
800040	GIS Specialist I	ITO	006	\$ 33,047.08	\$ 52,832.48
200414	Technical Systems Administrator	ITO	006	\$ 33,047.08	\$ 52,832.48
100152	Accountant II	OPS	011	\$ 33,481.14	\$ 53,527.16
T00105	Accountant II - TR	TRO	003	\$ 33,481.14	\$ 53,527.16

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
700905	Bridge Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
700903	Building/Equipment Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
100199	Case Management Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
200552	Compliance Inspector	OPS	011	\$ 33,481.14	\$ 53,527.16
200462	Construction Inspector II	OPS	011	\$ 33,481.14	\$ 53,527.16
500764	Deputy Clerk/Senior Secretary	OPS	011	\$ 33,481.14	\$ 53,527.16
600837	Electrician IV	OPS	011	\$ 33,481.14	\$ 53,527.16
200439	Engineering Technician III	OPS	011	\$ 33,481.14	\$ 53,527.16
300619	Humane Officer II	OPS	011	\$ 33,481.14	\$ 53,527.16
200498	Landscape Coordinator I	OPS	011	\$ 33,481.14	\$ 53,527.16
200511	Permits Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
700951	Pool Manager	OPS	011	\$ 33,481.14	\$ 53,527.16
200526	Real Estate Appraiser II	OPS	011	\$ 33,481.14	\$ 53,527.16
200528	Safety Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
500769	Secretary to the City Manager	OPS	011	\$ 33,481.14	\$ 53,527.16
800045	Senior Automotive Repair Technician	OPS	011	\$ 33,481.14	\$ 53,527.16
200426	Senior City Planning Technician	OPS	011	\$ 33,481.14	\$ 53,527.16
200532	Senior Cross-Connection Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
900007	Traffic Systems Engineering Technician I	OPS	011	\$ 33,481.14	\$ 53,527.16
800035	Utility Construction Inspector	OPS	011	\$ 33,481.14	\$ 53,527.16
700986	Utility Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
200568	Waterworks Operator IV	OPS	011	\$ 33,481.14	\$ 53,527.16
200491	Zoning Enforcement Specialist II	OPS	011	\$ 33,481.14	\$ 53,527.16
300617	Firefighter EMT-Enhanced	FRS	003	\$ 33,947.50	\$ 51,657.41
100262	Collection Coordinator	MAP	005	\$ 34,449.40	\$ 55,073.81
100370	Contract Monitoring Specialist	MAP	005	\$ 34,449.40	\$ 55,073.81
100420	Deputy City Clerk/Executive Assistant I	MAP	005	\$ 34,449.40	\$ 55,073.81
100320	Librarian I	MAP	005	\$ 34,449.40	\$ 55,073.81
700946	Maintenance Supervisor I	MAP	005	\$ 34,449.40	\$ 55,073.81
800347	Personnel Specialist	MAP	005	\$ 34,449.40	\$ 55,073.81
100355	Recreation Supervisor	MAP	005	\$ 34,449.40	\$ 55,073.81
100358	Registered Nurse	MAP	005	\$ 34,449.40	\$ 55,073.81
100360	Reservoir Manager	MAP	005	\$ 34,449.40	\$ 55,073.81
100397	Water Chemist	MAP	005	\$ 34,449.40	\$ 55,073.81
S00086	Education Programs Specialist	SHF	012	\$ 34,974.63	\$ 55,596.32
S00087	Grievance Coordinator	SHF	012	\$ 34,974.63	\$ 55,596.32

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
S00088	Inmate Classification Specialist	SHF	012	\$ 34,974.63	\$ 55,596.32
S00089	Procurement Specialist	SHF	012	\$ 34,974.63	\$ 55,596.32
S00100	Staff Accountant	SHF	012	\$ 34,974.63	\$ 55,596.32
200551	Information Technology Telecommunications Technician	ITO	007	\$ 35,125.79	\$ 56,155.17
300615	Firefighter EMT-C	FRS	004	\$ 35,758.01	\$ 54,411.43
S00073	Deputy Sheriff (Sergeant)	SHF	013	\$ 36,008.35	\$ 57,239.55
200454	Bridge Inspection Supervisor	OPS	012	\$ 36,326.70	\$ 58,071.24
800028	Chief Waterworks Operator	OPS	012	\$ 36,326.70	\$ 58,071.24
100239	Child Counselor III	OPS	012	\$ 36,326.70	\$ 58,071.24
700990	Elephant Manager	OPS	012	\$ 36,326.70	\$ 58,071.24
100294	Employment Services Worker II	OPS	012	\$ 36,326.70	\$ 58,071.24
200440	Engineering Technician IV	OPS	012	\$ 36,326.70	\$ 58,071.24
200453	Environmental Specialist II	OPS	012	\$ 36,326.70	\$ 58,071.24
700911	Food Service Manager	OPS	012	\$ 36,326.70	\$ 58,071.24
100405	Judicial Executive Assistant	OPS	012	\$ 36,326.70	\$ 58,071.24
200499	Landscape Coordinator II	OPS	012	\$ 36,326.70	\$ 58,071.24
500735	Legal Assistant	OPS	012	\$ 36,326.70	\$ 58,071.24
400671	Paralegal Claims Investigator	OPS	012	\$ 36,326.70	\$ 58,071.24
800051	Security Counselor III	OPS	012	\$ 36,326.70	\$ 58,071.24
800489	Senior Codes Specialist	OPS	012	\$ 36,326.70	\$ 58,071.24
700987	Senior Utility Maintenance Supervisor	OPS	012	\$ 36,326.70	\$ 58,071.24
100367	Social Worker II	OPS	012	\$ 36,326.70	\$ 58,071.24
100427	Stage Crew Chief	OPS	012	\$ 36,326.70	\$ 58,071.24
900008	Traffic Systems Engineering Technician II	OPS	012	\$ 36,326.70	\$ 58,071.24
800115	Legal Assistant CWA	COF	005	\$ 36,327.00	\$ 58,071.00
100153	Accountant III	MAP	006	\$ 36,592.73	\$ 58,498.82
100177	Archivist	MAP	006	\$ 36,592.73	\$ 58,498.82
100248	City Planner I	MAP	006	\$ 36,592.73	\$ 58,498.82
000116	Community Assessment Team Coordinator	MAP	006	\$ 36,592.73	\$ 58,498.82
100203	Deputy Registrar/Elections Administrator	MAP	006	\$ 36,592.73	\$ 58,498.82
100371	Fiscal Monitoring Spec I	MAP	006	\$ 36,592.73	\$ 58,498.82
600819	Fleet Coordinator	MAP	006	\$ 36,592.73	\$ 58,498.82
100423	GIS Technician II	MAP	006	\$ 36,592.73	\$ 58,498.82
100171	Management Analyst I	MAP	006	\$ 36,592.73	\$ 58,498.82
100155	Payroll Accountant	MAP	006	\$ 36,592.73	\$ 58,498.82



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
800042	Payroll Specialist	MAP	006	\$ 36,592.73	\$ 58,498.82
100170	Police Program Policy Specialist	MAP	006	\$ 36,592.73	\$ 58,498.82
100376	Public Information Specialist II	MAP	006	\$ 36,592.73	\$ 58,498.82
100269	Public Services Coordinator I	MAP	006	\$ 36,592.73	\$ 58,498.82
100176	Real Estate Analyst	MAP	006	\$ 36,592.73	\$ 58,498.82
100217	Sales Representative	MAP	006	\$ 36,592.73	\$ 58,498.82
100356	Senior Recreation Supervisor I	MAP	006	\$ 36,592.73	\$ 58,498.82
700980	Traffic Maintenance Supervisor	MAP	006	\$ 36,592.73	\$ 58,498.82
100394	Utility Planner	MAP	006	\$ 36,592.73	\$ 58,498.82
800500	Wage & Salary Team Leader	MAP	006	\$ 36,592.73	\$ 58,498.82
800519	Webmaster	MAP	006	\$ 36,592.73	\$ 58,498.82
600875	Senior Radio Communications Systems Analyst	ITO	008	\$ 37,359.58	\$ 59,725.58
300630	Police Officer II	POL	003	\$ 37,568.54	\$ 54,411.43
S00074	Deputy Sheriff (Lieutenant)	SHF	014	\$ 37,809.10	\$ 60,100.86
S00090	Assistant Inmate Classification Manager	SHF	015	\$ 38,559.54	\$ 61,294.56
S00091	Education Program Manager	SHF	015	\$ 38,559.54	\$ 61,294.56
S00085	Public Affairs Officer	SHF	015	\$ 38,559.54	\$ 61,294.56
900005	Architect I	MAP	007	\$ 38,897.62	\$ 62,185.57
100416	Assistant City Auditor II	MAP	007	\$ 38,897.62	\$ 62,185.57
100200	Auditor I	MAP	007	\$ 38,897.62	\$ 62,185.57
600813	Automotive Maintenance Operations Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
600815	Automotive Parts Operations Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100234	Chief Training Officer-CES	MAP	007	\$ 38,897.62	\$ 62,185.57
100242	Child Facility Administrator I	MAP	007	\$ 38,897.62	\$ 62,185.57
100311	City Historian	MAP	007	\$ 38,897.62	\$ 62,185.57
100255	Civil Engineer I	MAP	007	\$ 38,897.62	\$ 62,185.57
200463	Construction Inspector III	MAP	007	\$ 38,897.62	\$ 62,185.57
100272	Curator	MAP	007	\$ 38,897.62	\$ 62,185.57
800048	Detention Center Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100295	Disability Case Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
200540	Eligibility Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
800402	Event Coordinator	MAP	007	\$ 38,897.62	\$ 62,185.57

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
200542	Fraud Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100450	Grants Management Assistant	MAP	007	\$ 38,897.62	\$ 62,185.57
700937	Horticulturist	MAP	007	\$ 38,897.62	\$ 62,185.57
800349	Human Resources Generalist	MAP	007	\$ 38,897.62	\$ 62,185.57
700947	Maintenance Supervisor II	MAP	007	\$ 38,897.62	\$ 62,185.57
100265	Manager of Visitor Services	MAP	007	\$ 38,897.62	\$ 62,185.57
100340	Parking Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100305	Police Records & Identification Section Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100317	Police Training and Development Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100410	Public Relations Specialist	MAP	007	\$ 38,897.62	\$ 62,185.57
800517	Real Estate Coordinator	MAP	007	\$ 38,897.62	\$ 62,185.57
100398	Senior Water Chemist	MAP	007	\$ 38,897.62	\$ 62,185.57
200404	Social Worker III	MAP	007	\$ 38,897.62	\$ 62,185.57
800401	Stage Production Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
600890	Supervising Operations Engineer, HVAC	MAP	007	\$ 38,897.62	\$ 62,185.57
600842	Traffic Signal Technician V	MAP	007	\$ 38,897.62	\$ 62,185.57
800555	GIS Specialist II	ITM	001	\$ 38,995.62	\$ 62,341.74
200516	Programmer/Analyst II	ITM	001	\$ 38,995.62	\$ 62,341.74
200450	Senior Micro Computer Systems Analyst	ITM	001	\$ 38,995.62	\$ 62,341.74
700901	Assistant Supervisor of Animal Services	OPS	013	\$ 39,450.14	\$ 63,068.75
100210	Buyer II	OPS	013	\$ 39,450.14	\$ 63,068.75
400651	Creative Designer & Production Manager	OPS	013	\$ 39,450.14	\$ 63,068.75
500768	Deputy Clerk/Secretary to the Mayor	OPS	013	\$ 39,450.14	\$ 63,068.75
200556	Public Safety Telecommunicator III	OPS	013	\$ 39,450.14	\$ 63,068.75
200527	Real Estate Appraiser III	OPS	013	\$ 39,450.14	\$ 63,068.75
200512	Senior Permits Specialist	OPS	013	\$ 39,450.14	\$ 63,068.75
200492	Zoning Enforcement Specialist III	OPS	013	\$ 39,450.14	\$ 63,068.75
800021	Information Technology Trainer	ITO	009	\$ 39,761.41	\$ 63,564.18
S00092	Inmate Rehabilitation Coordinator	SHF	016	\$ 40,487.09	\$ 64,359.59
S00095	Systems Administrator	SHF	016	\$ 40,487.09	\$ 64,359.59
200471	Fire Inspector	FRS	005	\$ 41,302.66	\$ 62,847.95
300616	Firefighter EMT-P	FRS	005	\$ 41,302.66	\$ 62,847.95
100197	Administrative Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03
100159	Box Office Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100323	Business Manager	MAP	008	\$ 41,379.13	\$ 66,148.03

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
100169	Cash & Investments Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03
100249	City Planner II	MAP	008	\$ 41,379.13	\$ 66,148.03
100162	City Wellness Coordinator	MAP	008	\$ 41,379.13	\$ 66,148.03
200428	Claims Adjuster II	MAP	008	\$ 41,379.13	\$ 66,148.03
200485	Codes Enforcement Team Leader	MAP	008	\$ 41,379.13	\$ 66,148.03
800521	Facilities Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
000090	Fiscal Manager I	MAP	008	\$ 41,379.13	\$ 66,148.03
100372	Fiscal Monitoring Spec II	MAP	008	\$ 41,379.13	\$ 66,148.03
700930	Forestry Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
700988	General Utility Maintenance Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
100385	Information Management Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
100321	Librarian II	MAP	008	\$ 41,379.13	\$ 66,148.03
600846	Maintenance Shop Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100172	Management Analyst II	MAP	008	\$ 41,379.13	\$ 66,148.03
100343	Media & Promotions Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
800537	Organizational Development Specialist	MAP	008	\$ 41,379.13	\$ 66,148.03
100351	Program Administrator	MAP	008	\$ 41,379.13	\$ 66,148.03
800523	Program Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
100268	Project Coordinator	MAP	008	\$ 41,379.13	\$ 66,148.03
100453	Quality & Finance Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03
100341	Records Administrator	MAP	008	\$ 41,379.13	\$ 66,148.03
600877	Security Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100253	Senior Exhibits Manager/Designer	MAP	008	\$ 41,379.13	\$ 66,148.03
100357	Senior Recreation Supervisor II	MAP	008	\$ 41,379.13	\$ 66,148.03
100271	Victim/Witness Program Director	COF	006	\$ 41,380.00	\$ 66,148.00
200432	Computer Operations Supervisor	ITM	002	\$ 41,569.77	\$ 66,454.98
200401	Information Technology Telecommunications Analyst II	ITM	002	\$ 41,569.77	\$ 66,454.98
800020	Information Technology Training Coordinator	ITM	002	\$ 41,569.77	\$ 66,454.98
200517	Programmer/Analyst III	ITM	002	\$ 41,569.77	\$ 66,454.98
800506	Software Analyst	ITM	002	\$ 41,569.77	\$ 66,454.98
S00093	Inmate Classification Manager	SHF	017	\$ 42,511.15	\$ 67,577.80
S00094	Legal Counsel	SHF	017	\$ 42,511.15	\$ 67,577.80



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
S00075	Deputy Sheriff (Captain)	SHF	018	\$ 43,767.64	\$ 69,575.16
100154	Accountant IV	MAP	009	\$ 44,051.29	\$ 70,424.98
800515	Accounting Supervisor	MAP	009	\$ 44,051.29	\$ 70,424.98
T00106	Accounting Supervisor - TR	TRO	004	\$ 44,051.29	\$ 70,424.98
100201	Auditor II	MAP	009	\$ 44,051.29	\$ 70,424.98
100222	Chief Deputy I COR	MAP	009	\$ 44,051.29	\$ 70,424.98
100243	Child Facility Administrator II	MAP	009	\$ 44,051.29	\$ 70,424.98
100379	City Safety Officer	MAP	009	\$ 44,051.29	\$ 70,424.98
800049	Detention Center Assistant Superintendent	MAP	009	\$ 44,051.29	\$ 70,424.98
100245	Education Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
100299	Environmental Engineer	MAP	009	\$ 44,051.29	\$ 70,424.98
000082	Event Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
200419	Grant & Development Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
100451	Grants Management Administrator	MAP	009	\$ 44,051.29	\$ 70,424.98
100309	Human Services Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
400655	Legal Executive Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
100322	Librarian III	MAP	009	\$ 44,051.29	\$ 70,424.98
100173	Management Analyst III	MAP	009	\$ 44,051.29	\$ 70,424.98
800047	Manager of Legislative Research & Administration	MAP	009	\$ 44,051.29	\$ 70,424.98
000107	Parking Administrator	MAP	009	\$ 44,051.29	\$ 70,424.98
100157	Payroll Team Leader	MAP	009	\$ 44,051.29	\$ 70,424.98
200434	Real Estate Appraisal Team Leader	MAP	009	\$ 44,051.29	\$ 70,424.98
900004	Right of Way Permit Supervisor	MAP	009	\$ 44,051.29	\$ 70,424.98
800550	Senior Network Analyst	MAP	009	\$ 44,051.29	\$ 70,424.98
100452	Senior Quality & Finance Analyst	MAP	009	\$ 44,051.29	\$ 70,424.98
100364	Social Work Supervisor I	MAP	009	\$ 44,051.29	\$ 70,424.98
800513	Storm Water Assistant Superintendent	MAP	009	\$ 44,051.29	\$ 70,424.98
100346	Systems Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
100389	Traffic Engineering Assistant	MAP	009	\$ 44,051.29	\$ 70,424.98
200459	Zoning Enforcement Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
300624	Police Corporal	POL	004	\$ 44,234.39	\$ 59,490.78
800556	GIS Specialist III	ITM	003	\$ 44,333.47	\$ 70,873.04
200518	Programmer/Analyst IV	ITM	003	\$ 44,333.47	\$ 70,873.04

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
S00096	Human Resources & Budget Director	SHF	019	\$ 44,636.52	\$ 70,957.68
S00097	Investigations Director	SHF	019	\$ 44,636.52	\$ 70,957.68
100284	Arts Manager	SRM	001	\$ 44,801.00	\$ 78,849.00
100191	Manager of Special Districts & Programs	SRM	001	\$ 44,801.00	\$ 78,849.00
100404	Senior Projects Manager	SRM	001	\$ 44,801.00	\$ 78,849.00
800510	Towing Operations Manager	SRM	001	\$ 44,801.00	\$ 78,849.00
600876	Radio Communications Systems Supervisor	ITO	011	\$ 45,127.27	\$ 72,142.87
200407	Assistant Fire Marshal	FRS	006	\$ 45,772.41	\$ 66,291.27
300612	Fire Lieutenant	FRS	006	\$ 45,772.41	\$ 66,291.27
S00076	Deputy Sheriff (Major)	SHF	020	\$ 45,955.83	\$ 73,059.82
700978	Animal Services Supervisor	MAP	010	\$ 46,932.39	\$ 75,027.22
700989	Animal Services Supervisor - Animal Protection	MAP	010	\$ 46,932.39	\$ 75,027.22
100202	Auditor Supervisor	MAP	010	\$ 46,932.39	\$ 75,027.22
100278	Chief Deputy City Clerk	MAP	010	\$ 46,932.39	\$ 75,027.22
600830	Chief Operating Engineer HVAC	MAP	010	\$ 46,932.39	\$ 75,027.22
700910	City Forester	MAP	010	\$ 46,932.39	\$ 75,027.22
100254	City Planner III	MAP	010	\$ 46,932.39	\$ 75,027.22
100256	Civil Engineer II	MAP	010	\$ 46,932.39	\$ 75,027.22
800046	Codes Records & Research Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
000805	Contract Administrator	MAP	010	\$ 46,932.39	\$ 75,027.22
100417	Deputy City Auditor	MAP	010	\$ 46,932.39	\$ 75,027.22
100425	Deputy City Clerk/Administrative Analyst I	MAP	010	\$ 46,932.39	\$ 75,027.22
T00107	Division Accounting Supervisor - TR	TRO	005	\$ 46,932.39	\$ 75,027.22
100449	Economic Forecast Specialist	MAP	010	\$ 46,932.39	\$ 75,027.22
100266	Energy Conservation Coordinator	MAP	010	\$ 46,932.39	\$ 75,027.22
800504	Fiscal Manager II	MAP	010	\$ 46,932.39	\$ 75,027.22
100307	Human Resources Team Leader	MAP	010	\$ 46,932.39	\$ 75,027.22
700955	Manager of Operations & Engineering	MAP	010	\$ 46,932.39	\$ 75,027.22
100247	Manager of Visitor Marketing	MAP	010	\$ 46,932.39	\$ 75,027.22
800518	Maritime Operations Manager	MAP	010	\$ 46,932.39	\$ 75,027.22

<b>PAY GRADE LISTING OF COMPENSATION PLANS</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Salary Plan</b>	<b>Grade</b>	<b>Minimum-Annual</b>	<b>Maximum-Annual</b>
000113	Operations Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
800522	Recycling Coordinator	MAP	010	\$ 46,932.39	\$ 75,027.22
800514	Right of Way Program Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
100392	Senior Traffic Engineer	MAP	010	\$ 46,932.39	\$ 75,027.22
100391	Senior Transportation Engineer	MAP	010	\$ 46,932.39	\$ 75,027.22
100386	Youth Development Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
800505	Applications Analyst	ITM	004	\$ 47,303.97	\$ 75,622.82
200406	Business Process Management Analyst	ITM	004	\$ 47,303.97	\$ 75,622.82
100167	Fiscal Systems Analyst	ITM	004	\$ 47,303.97	\$ 75,622.82
100168	Information Technology Planner	ITM	004	\$ 47,303.97	\$ 75,622.82
800546	Network Engineer II	ITM	004	\$ 47,303.97	\$ 75,622.82
100192	Business Development Manager	SRM	002	\$ 47,398.00	\$ 83,423.00
000251	Manager of Broadcast Services	SRM	002	\$ 47,398.00	\$ 83,423.00
100409	Manager of Cruise Operations & Marketing	SRM	002	\$ 47,398.00	\$ 83,423.00
000157	Manager of Public Relations	SRM	002	\$ 47,398.00	\$ 83,423.00
000252	Manager of Publications & Direct Communications	SRM	002	\$ 47,398.00	\$ 83,423.00
100402	Senior Business Development Manager-Commercial	SRM	002	\$ 47,398.00	\$ 83,423.00
100401	Senior Business Development Manager-Maritime	SRM	002	\$ 47,398.00	\$ 83,423.00
300602	Fire/Paramedic Lieutenant	FRS	007	\$ 48,092.37	\$ 69,651.66
S00098	Corrections Director	SHF	021	\$ 48,253.31	\$ 76,707.31
100181	Assistant City Attorney I	LAW	001	\$ 48,737.00	\$ 77,492.00
100188	Assistant Commonwealth's Attorney I	COF	008	\$ 48,737.00	\$ 77,492.00
500001	Administrative Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100174	Architect II	MAP	011	\$ 50,039.68	\$ 79,996.72
000034	Assistant City Surveyor	MAP	011	\$ 50,039.68	\$ 79,996.72
000020	Assistant Fleet Maintenance Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000027	Assistant Streets Engineer	MAP	011	\$ 50,039.68	\$ 79,996.72
000023	Assistant Superintendent of Cemeteries	MAP	011	\$ 50,039.68	\$ 79,996.72
000024	Assistant Superintendent of Parks/Forestry	MAP	011	\$ 50,039.68	\$ 79,996.72
100257	Civil Engineer III	MAP	011	\$ 50,039.68	\$ 79,996.72



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
000092	Deputy Code Official	MAP	011	\$ 50,039.68	\$ 79,996.72
100244	Detention Center Superintendent	MAP	011	\$ 50,039.68	\$ 79,996.72
100315	Employee Benefits Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000047	Financial Operations Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100318	Legal Administrator	MAP	011	\$ 50,039.68	\$ 79,996.72
600849	Materials Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000297	Neighborhood Services Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
800570	Programs Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000063	Property Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000112	Risk Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000031	Storm Water Operations Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000136	Superintendent of Traffic Operations	MAP	011	\$ 50,039.68	\$ 79,996.72
200543	Water Treatment Supervisor	MAP	011	\$ 50,039.68	\$ 79,996.72
800110	Legal Administrator CWA	COF	007	\$ 50,040.00	\$ 79,996.00
000123	Administrative Services Manager	SRM	003	\$ 50,219.00	\$ 88,386.00
200420	Chief of Neighborhood Preservation	SRM	003	\$ 50,219.00	\$ 88,386.00
100250	City Planning Manager	SRM	003	\$ 50,219.00	\$ 88,386.00
000122	Police Planning Manager	SRM	003	\$ 50,219.00	\$ 88,386.00
100324	Senior Business Development Manager-Finance	SRM	003	\$ 50,219.00	\$ 88,386.00
000132	Superintendent of Recreation	SRM	003	\$ 50,219.00	\$ 88,386.00
100333	Water Quality Manager	SRM	003	\$ 50,219.00	\$ 88,386.00
800557	GIS Team Supervisor	ITM	005	\$ 50,497.43	\$ 80,724.81
200451	Microcomputer Systems Team Supervisor	ITM	005	\$ 50,497.43	\$ 80,724.81
200519	Programmer/Analyst V	ITM	005	\$ 50,497.43	\$ 80,724.81
300635	Police Sergeant	POL	005	\$ 51,789.89	\$ 69,651.66
200470	Deputy Fire Marshal	FRS	008	\$ 52,552.44	\$ 76,112.88
300611	Fire Captain	FRS	008	\$ 52,552.44	\$ 76,112.88
S00077	Deputy Sheriff (Lt Col)	SHF	022	\$ 53,199.72	\$ 84,569.65
000324	Assistant Director of Marketing	SRM	004	\$ 53,282.00	\$ 93,778.00
100215	Budget Team Leader	SRM	004	\$ 53,282.00	\$ 93,778.00
100252	City Surveyor	SRM	004	\$ 53,282.00	\$ 93,778.00

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
000097	MacArthur Memorial Director	SRM	004	\$ 53,282.00	\$ 93,778.00
100319	Management Services Administrator	SRM	004	\$ 53,282.00	\$ 93,778.00
100875	Manager of Budget & Accounting	SRM	004	\$ 53,282.00	\$ 93,778.00
000010	Parking Director	SRM	004	\$ 53,282.00	\$ 93,778.00
000127	Superintendent of Cemeteries	SRM	004	\$ 53,282.00	\$ 93,778.00
000130	Superintendent of Parks and Forestry	SRM	004	\$ 53,282.00	\$ 93,778.00
800610	Utility Customer Services Manager	SRM	004	\$ 53,282.00	\$ 93,778.00
100186	Accounting Manager	MAP	012	\$ 53,393.62	\$ 85,356.11
T00108	Accounting Manager - TR	TRO	006	\$ 53,393.62	\$ 85,356.11
100175	Architect III	MAP	012	\$ 53,393.62	\$ 85,356.11
000804	Assistant Facilities Maintenance Manager	MAP	012	\$ 53,393.62	\$ 85,356.11
000029	Assistant Superintendent of Utility Division	MAP	012	\$ 53,393.62	\$ 85,356.11
000026	Assistant Superintendent of Waste Management	MAP	012	\$ 53,393.62	\$ 85,356.11
100223	Chief Deputy II COR	MAP	012	\$ 53,393.62	\$ 85,356.11
200421	Chief Deputy Real Estate Assessor	MAP	012	\$ 53,393.62	\$ 85,356.11
800702	Chief of Construction Inspections	MAP	012	\$ 53,393.62	\$ 85,356.11
800701	Chief of Construction Operations	MAP	012	\$ 53,393.62	\$ 85,356.11
100258	Civil Engineer IV	MAP	012	\$ 53,393.62	\$ 85,356.11
000058	Deputy Emergency Services Coordinator	MAP	012	\$ 53,393.62	\$ 85,356.11
100297	Enterprise Controller	MAP	012	\$ 53,393.62	\$ 85,356.11
100251	Municipal Debt Administrator	MAP	012	\$ 53,393.62	\$ 85,356.11
200546	Applications Development Team Supervisor	ITM	006	\$ 53,932.14	\$ 86,217.74
100273	Database Administrator	ITM	006	\$ 53,932.14	\$ 86,217.74
200402	Information Technology Telecommunications Analyst III	ITM	006	\$ 53,932.14	\$ 86,217.74
800545	Network Engineer III	ITM	006	\$ 53,932.14	\$ 86,217.74
800547	Network Security Engineer	ITM	006	\$ 53,932.14	\$ 86,217.74
200549	Systems Programmer	ITM	006	\$ 53,932.14	\$ 86,217.74
S00078	Deputy Sheriff (Colonel)	SHF	023	\$ 55,859.84	\$ 88,798.26
800700	Assistant Director of Maritime Center	SRM	005	\$ 56,613.00	\$ 99,638.00
000100	Environmental Services Manager	SRM	005	\$ 56,613.00	\$ 99,638.00
100871	Facilities Maintenance Manager	SRM	005	\$ 56,613.00	\$ 99,638.00
000091	Fleet Maintenance Manager	SRM	005	\$ 56,613.00	\$ 99,638.00

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
100302	Manager of Geographic Information & Technology Planning	SRM	005	\$ 56,613.00	\$ 99,638.00
100193	Manager of Real Estate	SRM	005	\$ 56,613.00	\$ 99,638.00
000041	Principal Analyst	SRM	005	\$ 56,613.00	\$ 99,638.00
000109	Purchasing Agent	SRM	005	\$ 56,613.00	\$ 99,638.00
000125	Storm Water Engineer	SRM	005	\$ 56,613.00	\$ 99,638.00
000141	Streets Engineer	SRM	005	\$ 56,613.00	\$ 99,638.00
000134	Superintendent of Waste Management	SRM	005	\$ 56,613.00	\$ 99,638.00
100332	Utility Operations Manager	SRM	005	\$ 56,613.00	\$ 99,638.00
100399	Water Production Manager	SRM	005	\$ 56,613.00	\$ 99,638.00
T00109	Assistant Treasurer	TRO	007	\$ 57,014.65	\$ 91,145.25
100259	Civil Engineer V	MAP	013	\$ 57,014.65	\$ 91,145.25
100182	Assistant City Attorney II	LAW	002	\$ 57,084.00	\$ 90,761.00
100189	Assistant Commonwealth's Attorney II	COF	009	\$ 57,084.00	\$ 90,762.00
000016	Assistant Director of Business Services	SRM	006	\$ 60,236.00	\$106,016.00
000006	Assistant Director of Entertainment Facilities	SRM	006	\$ 60,236.00	\$106,016.00
000005	Assistant Director of Development	SRM	006	\$ 60,236.00	\$106,016.00
000048	Assistant Director of Finance / City Controller	SRM	006	\$ 60,236.00	\$106,016.00
000008	Assistant Director of Human Resources	SRM	006	\$ 60,236.00	\$106,016.00
000078	Assistant Director of Human Services	SRM	006	\$ 60,236.00	\$106,016.00
000018	Assistant Director of Neighborhood Preservation	SRM	006	\$ 60,236.00	\$106,016.00
000325	Assistant Director of Planning	SRM	006	\$ 60,236.00	\$106,016.00
000043	Assistant Director of Recreation, Parks & Open Spaces	SRM	006	\$ 60,236.00	\$106,016.00
000044	City Auditor	CCA	001	\$ 60,236.00	\$106,016.00
100233	City Transportation Engineer	SRM	006	\$ 60,236.00	\$106,016.00
000095	Code Official	SRM	006	\$ 60,236.00	\$106,016.00
000085	Engineering Manager	SRM	006	\$ 60,236.00	\$106,016.00
000143	Enterprise Solutions Manager	SRM	006	\$ 60,236.00	\$106,016.00
000087	Executive Manager of Retirement Systems	SRM	006	\$ 60,236.00	\$106,016.00
100327	Library Public Services Administrator	SRM	006	\$ 60,236.00	\$106,016.00
000009	Library Support Services Administrator	SRM	006	\$ 60,236.00	\$106,016.00
000103	Manager of Applications Development	SRM	006	\$ 60,236.00	\$106,016.00
000101	Manager of Microcomputers & Radio Communication Systems	SRM	006	\$ 60,236.00	\$106,016.00
000104	Manager of Technical Support & Operations	SRM	006	\$ 60,236.00	\$106,016.00



# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
000327	Manager of Cultural Affairs & Special Events	SRM	006	\$ 60,236.00	\$106,016.00
000138	Superintendent of Virginia Zoological Park	SRM	006	\$ 60,236.00	\$106,016.00
100426	Assistant to the City Manager	EXE	001	\$ 60,789.00	\$104,990.00
000054	Director of Communications	EXE	001	\$ 60,789.00	\$104,990.00
000003	Director of Intergovernmental Relations	EXE	001	\$ 60,789.00	\$104,990.00
000056	Director of the Office of Emergency Preparedness and Response	EXE	001	\$ 60,789.00	\$104,990.00
000121	Director of the Office on Homelessness	EXE	001	\$ 60,789.00	\$104,990.00
000120	Manager of the Office of Grants Management	EXE	001	\$ 60,789.00	\$104,990.00
000088	Assistant City Engineer	MAP	014	\$ 60,926.50	\$ 97,400.75
000055	Deputy City Clerk/Media Relations Manager	MAP	014	\$ 60,926.50	\$ 97,400.75
000270	Database Manager	ITM	008	\$ 61,603.95	\$ 98,482.10
200403	Network Engineer IV	ITM	008	\$ 61,603.95	\$ 98,482.10
100166	Senior Information Technology Planner	ITM	008	\$ 61,603.95	\$ 98,482.10
000039	Assistant Director of Customer Services & Management	SRM	007	\$ 64,181.00	\$112,959.00
000017	Assistant Director of Information Technology	SRM	007	\$ 64,181.00	\$112,959.00
000013	Assistant Director of Public Works	SRM	007	\$ 64,181.00	\$112,959.00
000014	Assistant Director of Utilities	SRM	007	\$ 64,181.00	\$112,959.00
000049	City Engineer	SRM	007	\$ 64,181.00	\$112,959.00
300625	Police Lieutenant	POL	006	\$ 65,631.04	\$ 76,112.88
300609	Battalion Fire Chief	FRS	009	\$ 65,863.68	\$ 88,579.71
200444	Fire Marshal	FRS	009	\$ 65,863.68	\$ 88,579.71
100183	Assistant City Attorney III	LAW	003	\$ 66,915.00	\$106,395.00
100190	Assistant Commonwealth's Attorney III	COF	010	\$ 66,915.00	\$106,395.00
000046	City Clerk	CCA	002	\$ 68,482.00	\$120,528.00
000110	City Assessor	CCA	002	\$ 68,482.00	\$120,528.00
000142	Director of Virginia Zoological Park	EXE	002	\$ 70,861.00	\$113,378.00
100275	Deputy City Attorney I	LAW	004	\$ 74,428.00	\$118,342.00
300623	Police Captain	POL	007	\$ 76,382.14	\$ 88,579.71
T00001	City Treasurer	COF	011	\$ 78,507.00	\$124,827.00
CC0001	Clerk of the Circuit Court	COF	011	\$ 78,507.00	\$124,827.00
000052	Commissioner of the Revenue	COF	011	\$ 78,507.00	\$124,827.00
100276	Deputy City Attorney II	LAW	005	\$ 78,507.00	\$124,827.00
100280	Deputy Commonwealth's Attorney	COF	011	\$ 78,507.00	\$124,827.00
S00001	Sheriff	COF	011	\$ 78,507.00	\$124,827.00
000066	Chief of Fire-Rescue	EXE	003	\$ 79,949.00	\$138,253.00

# PAY GRADE LISTING OF COMPENSATION PLANS

Job Code	Classification	Salary Plan	Grade	Minimum-Annual	Maximum-Annual
000040	Chief of Police	EXE	003	\$ 79,949.00	\$138,253.00
000575	Director of Budget & Management	EXE	003	\$ 79,949.00	\$138,253.00
000065	Director of Cultural Facilities, Arts & Entertainment	EXE	003	\$ 79,949.00	\$138,253.00
000067	Director of Development	EXE	003	\$ 79,949.00	\$138,253.00
000068	Director of Finance & Business Services	EXE	003	\$ 79,949.00	\$138,253.00
000070	Director of Human Resources	EXE	003	\$ 79,949.00	\$138,253.00
000071	Director of Human Services	EXE	003	\$ 79,949.00	\$138,253.00
000072	Director of Information Technology	EXE	003	\$ 79,949.00	\$138,253.00
000073	Director of Libraries	EXE	003	\$ 79,949.00	\$138,253.00
000084	Director of Maritime Center	EXE	003	\$ 79,949.00	\$138,253.00
000045	Director of Neighborhood Preservation	EXE	003	\$ 79,949.00	\$138,253.00
000075	Director of Planning	EXE	003	\$ 79,949.00	\$138,253.00
000076	Director of Public Works	EXE	003	\$ 79,949.00	\$138,253.00
000081	Director of Recreation/Parks & Open Space	EXE	003	\$ 79,949.00	\$138,253.00
000077	Director of Utilities	EXE	003	\$ 79,949.00	\$138,253.00
300601	Assistant Fire Chief	FRS	010	\$ 80,024.72	\$ 97,503.07
100279	Senior Deputy City Attorney	LAW	006	\$ 82,818.00	\$131,680.00
300606	Deputy Chief of Fire-Rescue	FRS	011	\$ 84,009.80	\$102,357.33
100282	Chief Deputy City Attorney	LAW	007	\$ 87,372.00	\$138,922.00
100220	Chief Deputy Commonwealth's Attorney	COF	012	\$ 87,372.00	\$138,922.00
000002	Assistant City Manager	EXE	004	\$ 89,463.00	\$143,141.00
000059	Assistant Chief Of Police	POL	008	\$ 95,052.78	\$110,230.55
000042	City Attorney	CCA	003	\$123,196.00	\$195,882.00
000053	Commonwealth's Attorney	COF	013	\$123,196.00	\$195,882.00



Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**General Pay Plan**



# **REGULATIONS FOR THE ADMINISTRATION OF THE JULY 1, 2005 GENERAL COMPENSATION PLAN**

## **Section 1. Administrative Adjustments**

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

## **Section 2. Alternative Placement & Training (APT) Appointments**

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

## **Section 3. Anniversary Dates**

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. The anniversary date of each person employed prior to October 1, 1974, shall be that held on October 1, 1974. The anniversary date of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

(2) In no event shall reclassification, promotion, transfer, merit pay increase or demotion alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) In the event that any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment; provided, however, that in such instances, the employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) In the event that any reclassification or regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the reclassification or regrade action and the annual increment; provided, however, that in such instances, the employee shall be credited with his or her annual increment after the recognition of his or her reclassification or regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay; provided, however, that periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

#### **Section 4. Annual Increments**

(1) Effective July 1, 2005 each employee whose position is included within a classification listed in this Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment, i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the Department of Human Resources. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) "Temporary," "intermittent part-time," casual part-time," and "periodic part-time" employees shall not be entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure as of July 1, 2003 was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

## **Section 5. Application to Non-City Employees**

This Compensation Plan assigns pay grades to certain class titles applicable only to persons who are not employees of the City, but who are employed by other governmental officials, such as those of the General Registrar. In addition, certain class titles listed in this Compensation Plan may be assigned not only to persons who are City employees, but also to certain other persons not employed by the City. Nothing in this Compensation Plan is intended to alter the employment status of persons employed by officials or entities other than the City of Norfolk, and inclusion of class titles applicable to such persons in this Plan shall not have that result. Although the pay grades, pay rates and regulations contained in this Plan may be used by governmental officials and entities other than the City, at their sole option, with respect to the compensation of their employees, no such application shall be deemed to render such persons City employees, or to grant them any rights applicable to City employees.

## **Section 6. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, i.e., special projects, which are sufficiently alike in duties and responsibilities that they are described by the same title and are assigned to the same pay grade in this Compensation Plan.

### **Compensation Schedules**

**"MAP (Management, Administrative, Professional)"** – Includes classified, FLSA exempt positions and unclassified, exempt support staff of Council appointees, except positions in the ITMAP, Police, and Fire Compensation Schedules

**"OPS (Operations, Paraprofessional, Support)"** - Includes classified, FLSA non-exempt positions and unclassified, non-exempt support staff of Council appointees, except those in the ITOPS, Police, and Fire Compensation Schedules.

**"ITMAP (Information Technology MAP)"** – Includes classified, FLSA exempt positions in the Department of Information Technology.

**"ITOPS (Information Technology OPS)"** – Includes classified, FLSA non-exempt positions in the Department of Information Technology.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.



**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Nonexempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual, monthly, or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection, law enforcement, or emergency medical service employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

**"Red-Circle Rate"** - A designation indicating that an employee's pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

## **Section 7. Demotions**

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager. The employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

## **Section 8. Employee Recognition and Initiatives**

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

(a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.

(b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.

(c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available.

(d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.

(e) Not more than one bonus may be authorized during the fiscal year.

(f) The bonus shall not be included in an employee's base wages or retirement calculations.

(g) Funds for authorized bonuses must be available in a department's personal services account.

(h) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize one administrative pay advancement per fiscal year, at her discretion and upon objective criteria, including but not limited to the following:

- (a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;
- (b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.
- (c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).
- (d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(3) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. Departments must submit proposals specifying criteria for the administration of these programs and the funding source. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards, whether monetary or not, must be reported to the Department of Finance for tax purposes.

## **Section 9. Inclusiveness of Specified Compensation**

The rates of compensation specified in this Compensation Plan for the positions within the classifications listed constitute the total monetary compensation of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g.

special project employees), except for allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

## **Section 10. New Appointees**

(1) Upon the initial employment of every person whose position or other authorized employment, i.e., special projects, is included within a classification listed in this Compensation Plan, his or her initial salary shall be that specified for the minimum rate of the pay grade established for the classification, except as otherwise provided herein. In the case of a new appointee whose experience and qualifications exceed the minimum qualifications for the position, a department director is authorized to recommend an initial salary up to step 2 of the pay grade for the position and the Director of Human Resources an initial salary up to step 4, subject to authorization of employment by the City Manager. The City Manager may, in her discretion, and when funds are available, authorize the employment of a new appointee at any rate in such pay grade. The City Council, in cases of persons whose appointments it confirms, and when funds are available, may authorize employment at any rate in such pay grade. Persons initially employed in Special Project status who move to a permanent position of the same title and grade in the classified service pursuant to the rules and with the approval of the Civil Service Commission, shall have no change in compensation, unless a higher pay rate, based on a clearly identified business need, is authorized by the City Manager. The City Council, in cases of persons within this Plan whose appointments it confirms, and when funds are available, may authorize employment at any rate in such pay grade.

(2) Persons employed as temporary employees to perform the same work as that performed by an employee in a classification for which a pay grade is set forth in this Compensation Plan shall receive compensation at a rate within such pay grade to be determined by the City Manager. Persons employed to render hourly service as periodic part-time or casual part-time employees, as provided in Sections 2-112 through 2-114 of the City Code, to perform the same work as that performed by an employee in a classification for which a pay grade is set forth in this Compensation Plan, shall receive hourly compensation at a rate within such pay grade to be determined by the City Manager, such hourly rate to be determined from the "Pay Schedules" contained in this plan. Persons employed as temporary employees, intermittent part-time employees, periodic part-time employees, or for hourly service as casual part-time employees to perform work which is not the same as that performed by an employee in a classification for which a pay grade is set forth in this plan, shall receive compensation as specifically provided for in this plan in the schedule entitled "Temporary and Part-Time Rate Schedule," provided, however, that no person employed as a temporary, intermittent part-time, periodic part-time, or casual part-time employee shall be paid less than the applicable minimum wage established by law for such employment.

(3) When the minimum pay rate in a pay grade is below the minimum wage rate then specified by the FLSA, the initial salary of a new appointee shall be that specified by the first pay rate in the pay grade which is higher than such minimum wage rate.



(4) When the minimum pay rate in a pay grade for any classification of positions assigned to the Division of Social Services is below the minimum salary mandated for that classification by the Commonwealth of Virginia, the City Manager shall increase the compensation of said classification to the minimum salary mandated by the Commonwealth of Virginia.

## **Section 11. Overtime**

### **(A) Authorization**

(1) A nonexempt employee may accrue not more than 240 hours of compensatory time (160 hours of actual overtime worked) for hours worked on or after April 15, 1986. Any such employee who, after April 15, 1986 has accrued 240 hours of compensatory time off, shall, for additional overtime hours of work, be paid monetary overtime compensation. A nonexempt employee who has accumulated overtime may request compensatory time off and such compensatory time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt the affected Department's operation.

(2) Accrued balances of unused compensatory time off, granted pursuant to the overtime requirements of the FLSA, at the termination of employment of nonexempt employees shall be paid at a rate not less than the average regular rate received by such employee during the last 3 years of employment or the final regular rate received by such employee, whichever is higher.

(3) In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by exempt employees prior to July 1, 1992 to monetary overtime compensation, unless said conversion is expressly approved, in writing, by the City Manager. Upon request by a Department Head, the City Manager may authorize payment of monetary overtime compensation in such amounts as she determines are reasonable, not to exceed the prorated hourly equivalent of the employee's pay rate multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992, if she determines that an allowance of compensatory time off would adversely affect the operations of the City, and when funds are available. Allowances of compensatory time off shall not be convertible to monetary overtime compensation except as specifically provided in this policy.

(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

### **(B) General Provisions**

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, City employees are assigned to two eligibility categories:

- I. Employees who under the FLSA are required to receive monetary compensation or compensatory time for overtime work in accordance with the FLSA (nonexempt employees), at the rate of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of 40 hours in a work week.
- II. Employees who are exempt from the FLSA and are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

The job classifications assigned to each of the two foregoing categories are listed respectively in the FLSA Non-Exempt Job Class Listing and Section 18, "Temporary and Part-Time Rate Schedule"; and the FLSA Exempt Job Class Listing. These lists are current as of the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category for a position will not become effective until the applicable appendix or schedule is amended by ordinance.

(3) Nonexempt employees whose classifications are listed in the FLSA Non-Exempt Job Class Listing or Section 18 shall be eligible for monetary overtime compensation or compensatory time off when, by reason of necessity or emergency, they are required to work in excess of 40 hours per week, provided, however, that periods of sick leave, compensatory leave, emergency leave, civil leave, funeral leave, or periods of absence from duty due to a disability for which worker's compensation benefits have been approved, shall not be counted as hours worked toward achieving eligibility for overtime status. Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Non-Exempt Job Class Listing or Section 18, without prior written approval of the City Manager, provided that the total amount required to be paid as overtime compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

(4) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule be standard or non-standard, must be documented before any employee will be considered to have worked overtime.

(5) Exempt employees whose classifications are listed in the FLSA Exempt Job Class Listing shall not be eligible for either compensatory leave or monetary overtime pay.

(6) Nonexempt employees assigned to a designated task system of operation are ineligible for overtime during the performance of their designated tasks unless: (a) the designated task requires more than 8 hours of work in any one day or more than 10 hours of work in any one work day for employees assigned to a 4 day, 10 hour per day

work week; or (b) employees have completed their designated tasks for the day and are assigned additional tasks; or (c) they are required to work in excess of 40 hours in a work week. The designated tasks for each employee operating under a task system of operation shall be set forth in writing by the Department Head. Employees performing overtime work as defined in this paragraph shall be entitled to monetary overtime compensation or compensatory time off for each hour they are required to perform such work, in accordance with the regulations governing the FLSA Non-Exempt Job Class Listing, as set forth in this plan.

(7) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Non-Exempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(8) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

### **(C) Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply.

(1) Employees whose job classifications are listed in the FLSA Non-Exempt Job Class Listing shall receive monetary compensation equal to one and one-half times the hourly pay rate established for their classification (except for the birthday holiday and floating holiday). In addition, these employees will be granted one (1) compensatory day off, consisting of the same number of hours that would have been granted had they not been required to work on the holiday, in lieu of the holiday. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, these employees will be granted one (1) compensatory day off in lieu of the holiday (except for the birthday holiday and floating holiday), for the same number of hours as they would have been granted had they not been required to work on the holiday

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, and when it appears that the monetary payment for such compensatory time

would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 11. (C) (1) for persons holding positions in job classifications listed in the FLSA Non-Exempt Job Class Listing. In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by nonexempt employees in lieu of a holiday to monetary overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager, and funding is available within applicable departmental accounts for implementation of the request.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a holiday which falls on a Saturday, or on the day following a holiday which falls on a Sunday, such employee shall work his or her normal work schedule for the week the holiday is observed, and shall be granted in lieu of a holiday, compensatory time off equivalent in hours to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(7) An employee may receive only one holiday premium during any given holiday (24-hour period).

#### **(D) Special Provisions for Emergency Declarations**

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

#### **(E) Special Provisions for Specific Job Classifications**

(1) Certain employees of the Division of Social Services from time to time may be assigned to perform as protective services workers. When so assigned, when not working a regular tour of duty and when required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for



which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA.

Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever any employee, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work related disability shall not be entitled to such overtime compensation.

(3) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(4) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars (\$10.00) for every hour or any part thereof that he or she is required to appear.

## **Section 12. Part-Time Employment**

The pay rates specified in these Compensation Plans for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion which their hours of work bear to those of full-time employees in such classifications.

### **Section 13. Promotions and Reclassifications**

"Promotion" is advancement to a higher position in the classified service resulting from a competitive process as delineated in Rule 13 of the Rules of the Civil Service Commission of the City of Norfolk.

"Reclassification" is assignment of a position and incumbent to a different class, in accordance with Civil Service Commission Rule 4, Section 6 (a) when the duties permanently required of the incumbent have changed to a degree significant enough that they clearly exceed or are substantially different from those contemplated by the incumbent's current class specification.

"Automatic reclassification" is advancement through the Public Safety Telecommunicator Trainee through Public Safety Telecommunicator II job series or the Waterworks Operator I through Waterworks Operator IV job series, in accordance with Civil Service Commission Rule 4, Section 8.

(1) (a) When an employee is promoted or automatically reclassified to a position where the minimum pay rate of the new grade is 15% or greater than the minimum pay rate of the former grade, the employee's salary shall be increased to the minimum rate of the new pay grade, or to a pay rate which is closest to 10% above the employee's former salary, whichever is greater.

(b) When an employee under this plan is promoted or automatically reclassified to a position where the minimum pay rate of the new pay grade is less than 15% above the minimum of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade, or to a pay rate in the new grade which is closest to, but not lower than, 5% above the employee's former salary, whichever is greater.

(c) In no event shall a promoted employee's salary exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

(2) When an employee is reclassified to a position in a higher classification, the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to that classification to which he or she is reclassified, and, if the employee's salary, at the time of reclassification, exceeds the minimum rate of the higher classification, the employee's salary shall be increased to the pay rate which is closest to but not lower than the former salary.

(3) Reclassifications within the following job class series shall be treated (for pay purposes) as promotions, in accordance with regulations specified in Section 13. (1): Public Safety Telecommunicator Trainee through Public Safety Telecommunicator II; Environmental Specialist I to Environmental Specialist II; Waterworks Operator I through Waterworks Operator IV, Civil Engineer I through Civil Engineer III; and Real Estate Appraiser I through Real Estate Appraiser III.

#### **Section 14. Regrading of Job Classes**

When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or she is regraded; and, if the employee's salary, at the time of pay grade regrading, exceeds the minimum rate of the classification to which he or she is regraded, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

#### **Section 15. Reinstatement**

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within two (2) years after separation.

#### **Section 16. Special Duty Supplements**

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA. Exempt employees will not be eligible for the special duty supplements authorized by this section.

(2) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(3) In no event shall any special duty pay be considered in the computation of salary increases to which an employee may become entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(4) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(5) Employees in the following departments/divisions and classifications who work the indicated shifts during their regularly scheduled work week shall receive, in addition to their regular pay rate, a sum equal to ten percent of this pay rate as established by this Compensation Plan, for any such shifts worked:

DEPARTMENT/Division	JOB CLASS	SHIFT
Finance & Business Services/Fleet Management	Automotive Maintenance Operations Manager Automotive Repair Technician Senior Automotive Repair Technician, Storekeeper I and II Welder Automotive Service Attendant	3:30 p.m. to 12 midnight 3:30 p.m. to 12 midnight 3:30 p.m. to 12 midnight 3:30 p.m. to 12 midnight 3:30 p.m. to 12 midnight  11:30 p.m. to 7:30 a.m.
Human Services/Youth Services	Child Counselor Security Counselor	2:30 p.m. to 10:30 p.m. 3:00 p.m. to 11:00 p.m. 10:30 p.m. to 6:30 a.m. 11:00 p.m. to 7:00 a.m.
Information Technology	Computer Operator II	4:00 p.m. to 12:00 midnight 12:00 midnight to 8:00 a.m.
Public Works/Stormwater	Equipment Operator III	11:00 p.m. to 7:00 a.m. shift (for downtown business district street sweeping)
Public Works/Streets	Street Maintenance Supervisor Equipment Operator II and III Maintenance Worker I and II	Continuous period of at least 90 calendar days 7:30 p.m. to 6:00 a.m.
Public Works/Towing	Accounting Technician Administrative Assistant II	3:30 p.m. to 12 midnight or 12 midnight to 8:00 a.m.
Utilities/Wastewater	Utility Maintenance Supervisor Crew Leader I Equipment Operator II and III Maintenance Worker II	Permanent shift assignment 9:00 a.m. to 7:30 p.m. Friday through Monday or 3:00 p.m. to 11:30 p.m. Monday through Friday
Utilities/Water Accounts	Maintenance Worker II (pos 5268)	2:00 p.m. to 10:00 p.m. Monday through Friday

(6) Employees in the following departments and classifications assigned to the following duties and meeting the specified criteria, shall receive the indicated supplement amounts, in addition to their regular pay rates:

Department/Division	Job Class(es)	Supplement Amount	Other Information
Cultural Facilities, Arts & Entertainment	Operations and Engineering staff (nonexempt)	\$25/day for each consecutive day (full shift) worked beyond the initial 7-day period	Must have initially worked a full shift for seven consecutive days to assist with changeovers or other operational requirements for events or shows
Finance & Business Services/Facility Maintenance	Electrician II Plumber II	15% of regular pay rate	Permanent assignment for City Jail maintenance functions



Department/Division	Job Class(es)	Supplement Amount	Other Information
Finance & Business Services/Fleet Management	-Automotive Repair Technician -Senior Automotive Repair Technician -Autobody Repair Mechanic -Senior Autobody Repair Mechanic -Automotive Machinist	\$25/month	Tool allowance
Finance & Business Services/Parking	Part-time and Permanent Parking Attendants	\$25/shift	For non-special event shifts from 6:00 p.m. until closing on Thursday, Friday, or Saturday, at facilities or lots designated by the division
Human Services/DSS	-Social Worker I -Social Worker II -Social Worker III -Social Work Supervisor I	\$150/month	Assigned to provide mandated child protective services
Public Works/Waste Management	Refuse Collector I Refuse Collector II	\$32/week	While temporarily assigned to operate refuse packers which are designed for crews of less than three persons
Recreation, Parks & Open Space/Parks & Forestry	-Maintenance Mechanic II -Maintenance III	\$25/month	Tool allowance
Recreation, Parks & Open Space/Recreation	Lifeguard (acting Pool Manager, Chief Lifeguard, Head Lifeguard)	Beginning hourly rate for applicable assignment	Supervising seasonal part-time Lifeguards from May through Labor Day
Recreation, Parks & Open Space/Recreation	-Lifeguard (Seasonal –at least 20 hours per week)	\$4.00/day	For each full day of duty assignment to beaches or seasonal pools, for the period from August 1 through Labor Day
Utilities	As assigned	5% of Step 11 of the applicable pay range	For each full day of duty providing wet well cleaning and maintenance

(7) Standby and On-Call Duty

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, according to one, and only one, of the following:

- (i) \$112.00 for each full weekly period of assigned on-call duty;
  - (ii) \$137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
  - (iii) \$16.00 for each full day of on-call duty; or
  - (iv) \$40.00 for any holiday designated in City Code Section 2-48.
- (c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.
- (d) An employee may receive only one holiday premium during any given holiday (24-hour period).

### **Section 17. Temporary Acting Service**

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the minimum rate of the new classification, or as follows:

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the greater of the minimum rate of the new pay grade or the pay rate which is closest to 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% above the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 5% above the former salary.

(3) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(4) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(5) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

**Section 18. Temporary and Part-Time Rate Schedule**

**TEMPORARY, INTERMITTENT PART-TIME,  
PERIODIC PART-TIME, AND CASUAL PART-TIME  
RATES**

<b>Job Code</b>	<b>Class Title</b>	<b>Hourly Compensation</b>
H00007	Audio Reinforcement Supervisor	\$13.85
H00041	Business Analyst	\$15.00 - \$40.00
H00021	Chief Lifeguard/Aquatics Supervisor	\$11.90
H00012	Duty Manager	\$13.20 - \$15.25
H00004	Election Assistant Based on criteria established by the Department of Elections.	\$6.20 - \$9.30
H00020	Head Lifeguard	\$10.75
H00036	Head Stage Carpenter	\$14.90
H00043	Industrial Hygiene Technician I	\$9.80
H00045	Industrial Hygiene Technician II	\$10.80
H00037	Information Technology Assistant Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	\$10.15 - \$51.45
H00019	Information Technology Business Analyst Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	\$15.25 - \$61.80
H00038	Information Technology Intern	\$5.45 - \$20.30
H00039	Information Technology Specialist	\$15.25 - \$76.15
H00026	Information Technology Technician Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	\$7.10 - \$25.80
H00018	Law Intern	\$13.20 - \$20.30
H00030	Legislative Services Aide	\$9.15 - \$11.90
H00025	Library Aide ( 1 year) (5 to 10 years) (10 to 15 years) (15 or more years)	\$6.95 \$7.35 \$7.80 \$8.25
H00013	Municipal Intern I	\$8.25
H00014	Municipal Intern II	\$10.30
H00027	Nauticus Services Assistant I	\$5.50 - \$6.20
H00028	Nauticus Services Assistant II	\$6.20 - \$7.20
H00029	Nauticus Services Assistant III	\$7.20 - \$8.20
H00032	Nauticus Services Specialist	\$8.20 - \$15.50

Section 18. Temporary and Part-Time Rate Schedule -Continued

**TEMPORARY, INTERMITTENT PART-TIME,  
PERIODIC PART-TIME AND CASUAL PART-TIME  
RATES**

<b>Job Code</b>	<b>Class Title</b>	<b>Hourly Compensation</b>
H00042	Park Ranger	\$8.10 - \$15.50
H00035	Parking Attendant (<5 years) (5 to 10 years) (10 to 15 years) (15 or more years)	\$7.10 \$7.30 \$7.45 \$7.65
H00040	Parking Operations Supervisor (<5 years) (5 to 10 years) (10 to 15 years) (15 or more years)	\$11.15 \$11.45 \$11.75 \$12.10
H00023	Police Cadet I	\$5.95 - \$6.45
H00024	Police Cadet II	\$9.80
H00015	Recreation Activities Instructor Based on criteria established by the Department of Neighborhood and Leisure Services.	\$8.10- \$25.80
H00016	Recreation Aide	\$7.30
H00022	School Crossing Guard Less than 1 year (1-5 years) (5 to 10 years) (10-15 years) (15 or more years)	\$10.35 \$10.65 \$12.05 \$13.40 \$14.75
H00011	Stage Hand	\$9.60
H00008	Stage Lighting Supervisor	\$13.25
H00009	Stage Rigging Supervisor	\$15.50
H00003	Ticket Sales Supervisor	\$11.15 - \$12.90
H00010	Ticket Seller	\$7.10 - \$8.10
H00006	Tour / Information Assistant Based on experience, demonstrated knowledge of work, and length of service.	\$5.70 - \$7.70
H00031	Wardrobe Supervisor (Seamstress)	\$12.90
H00034	Wardrobe Worker	\$9.60
H00005	Youth Service Worker	\$5.15 - \$6.50



## **Section 19. Transfers**

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

## **Section 20. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.



Managing the Momentum  
City of Norfolk  
**Compensation Plan (FY2006)**  
**General Pay Grade Listing**

# INFORMATION TECHNOLOGY OPERATIONS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
200430	Computer Operator I	ITO	001	\$ 24,601.95	\$ 39,329.50
200431	Computer Operator II	ITO	004	\$ 29,309.73	\$ 46,857.00
800040	GIS Specialist I	ITO	006	\$ 33,047.08	\$ 52,832.48
200551	Information Technology Telecommunications Technician	ITO	007	\$ 35,125.79	\$ 56,155.17
800021	Information Technology Trainer	ITO	009	\$ 39,761.41	\$ 63,564.18
800449	Microcomputer Systems Analyst	ITO	005	\$ 31,111.63	\$ 49,734.88
800024	Radio Communications Systems Analyst	ITO	005	\$ 31,111.63	\$ 49,734.88
600876	Radio Communications Systems Supervisor	ITO	011	\$ 45,127.27	\$ 72,142.87
800025	Radio Communications Systems Technician	ITO	003	\$ 27,629.53	\$ 44,169.77
600875	Senior Radio Communications Systems Analyst	ITO	008	\$ 37,359.58	\$ 59,725.58
200414	Technical Systems Administrator	ITO	006	\$ 33,047.08	\$ 52,832.48

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	001	1	\$11.83	\$2,050.16	\$24,601.95
ITO	001	2	\$12.12	\$2,101.41	\$25,216.94
ITO	001	3	\$12.43	\$2,153.92	\$25,847.02
ITO	001	4	\$12.74	\$2,207.77	\$26,493.25
ITO	001	5	\$13.06	\$2,262.97	\$27,155.62
ITO	001	6	\$13.38	\$2,319.51	\$27,834.16
ITO	001	7	\$13.72	\$2,377.50	\$28,529.94
ITO	001	8	\$14.06	\$2,436.91	\$29,242.95
ITO	001	9	\$14.41	\$2,497.86	\$29,974.26
ITO	001	10	\$14.77	\$2,560.33	\$30,723.90
ITO	001	11	\$15.14	\$2,624.32	\$31,491.83
ITO	001	12	\$15.52	\$2,689.93	\$32,279.15
ITO	001	13	\$15.91	\$2,757.16	\$33,085.86
ITO	001	14	\$16.30	\$2,826.09	\$33,913.03
ITO	001	15	\$16.71	\$2,896.72	\$34,760.66
ITO	001	16	\$17.13	\$2,969.15	\$35,629.85
ITO	001	17	\$17.56	\$3,043.38	\$36,520.57
ITO	001	18	\$18.00	\$3,119.49	\$37,433.90
ITO	001	19	\$18.45	\$3,197.49	\$38,369.86
ITO	001	20	\$18.91	\$3,277.46	\$39,329.50

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	002	1	\$12.53	\$2,171.96	\$26,063.49
ITO	002	2	\$12.84	\$2,226.26	\$26,715.11
ITO	002	3	\$13.16	\$2,281.91	\$27,382.88
ITO	002	4	\$13.49	\$2,338.99	\$28,067.90
ITO	002	5	\$13.83	\$2,397.51	\$28,770.12
ITO	002	6	\$14.18	\$2,457.47	\$29,489.60
ITO	002	7	\$14.53	\$2,518.95	\$30,227.37
ITO	002	8	\$14.90	\$2,581.96	\$30,983.46
ITO	002	9	\$15.27	\$2,646.49	\$31,757.86
ITO	002	10	\$15.65	\$2,712.64	\$32,551.65
ITO	002	11	\$16.04	\$2,780.49	\$33,365.90
ITO	002	12	\$16.44	\$2,849.96	\$34,199.52
ITO	002	13	\$16.85	\$2,921.23	\$35,054.70
ITO	002	14	\$17.27	\$2,994.29	\$35,931.43
ITO	002	15	\$17.71	\$3,069.14	\$36,829.68
ITO	002	16	\$18.15	\$3,145.88	\$37,750.56
ITO	002	17	\$18.60	\$3,224.50	\$38,694.05
ITO	002	18	\$19.07	\$3,305.10	\$39,661.24
ITO	002	19	\$19.54	\$3,387.77	\$40,653.21
ITO	002	20	\$20.03	\$3,472.50	\$41,669.94
ITO	003	1	\$ 13.28	\$ 2,302.46	\$ 27,629.53
ITO	003	2	\$ 13.62	\$ 2,359.99	\$ 28,319.92
ITO	003	3	\$ 13.96	\$ 2,418.96	\$ 29,027.54
ITO	003	4	\$ 14.30	\$ 2,479.46	\$ 29,753.48
ITO	003	5	\$ 14.66	\$ 2,541.48	\$ 30,497.71
ITO	003	6	\$ 15.03	\$ 2,605.02	\$ 31,260.26
ITO	003	7	\$ 15.40	\$ 2,670.18	\$ 32,042.20
ITO	003	8	\$ 15.79	\$ 2,736.96	\$ 32,843.52
ITO	003	9	\$ 16.18	\$ 2,805.35	\$ 33,664.24
ITO	003	10	\$ 16.59	\$ 2,875.45	\$ 34,505.41
ITO	003	11	\$ 17.00	\$ 2,947.34	\$ 35,368.13
ITO	003	12	\$ 17.43	\$ 3,021.03	\$ 36,252.38
ITO	003	13	\$ 17.86	\$ 3,096.52	\$ 37,158.19
ITO	003	14	\$ 18.31	\$ 3,173.97	\$ 38,087.67
ITO	003	15	\$ 18.77	\$ 3,253.32	\$ 39,039.79
ITO	003	16	\$ 19.24	\$ 3,334.63	\$ 40,015.58
ITO	003	17	\$ 19.72	\$ 3,418.01	\$ 41,016.17
ITO	003	18	\$ 20.21	\$ 3,503.46	\$ 42,041.52
ITO	003	19	\$ 20.72	\$ 3,591.06	\$ 43,092.72
ITO	003	20	\$ 21.24	\$ 3,680.81	\$ 44,169.77



INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	004	1	\$ 14.09	\$ 2,442.48	\$ 29,309.73
ITO	004	2	\$ 14.44	\$ 2,503.51	\$ 30,042.12
ITO	004	3	\$ 14.80	\$ 2,566.07	\$ 30,792.83
ITO	004	4	\$ 15.17	\$ 2,630.24	\$ 31,562.91
ITO	004	5	\$ 15.55	\$ 2,696.03	\$ 32,352.39
ITO	004	6	\$ 15.94	\$ 2,763.44	\$ 33,161.26
ITO	004	7	\$ 16.34	\$ 2,832.55	\$ 33,990.58
ITO	004	8	\$ 16.75	\$ 2,903.36	\$ 34,840.37
ITO	004	9	\$ 17.17	\$ 2,975.98	\$ 35,711.71
ITO	004	10	\$ 17.60	\$ 3,050.38	\$ 36,604.57
ITO	004	11	\$ 18.04	\$ 3,126.67	\$ 37,520.07
ITO	004	12	\$ 18.49	\$ 3,204.85	\$ 38,458.18
ITO	004	13	\$ 18.95	\$ 3,285.00	\$ 39,419.98
ITO	004	14	\$ 19.43	\$ 3,367.12	\$ 40,405.49
ITO	004	15	\$ 19.91	\$ 3,451.31	\$ 41,415.76
ITO	004	16	\$ 20.41	\$ 3,537.57	\$ 42,450.80
ITO	004	17	\$ 20.92	\$ 3,625.97	\$ 43,511.69
ITO	004	18	\$ 21.44	\$ 3,716.63	\$ 44,599.52
ITO	004	19	\$ 21.98	\$ 3,809.52	\$ 45,714.26
ITO	004	20	\$ 22.53	\$ 3,904.75	\$ 46,857.00
ITO	005	1	\$ 14.96	\$ 2,592.64	\$ 31,111.63
ITO	005	2	\$ 15.33	\$ 2,657.44	\$ 31,889.26
ITO	005	3	\$ 15.71	\$ 2,723.86	\$ 32,686.28
ITO	005	4	\$ 16.11	\$ 2,791.98	\$ 33,503.75
ITO	005	5	\$ 16.51	\$ 2,861.81	\$ 34,341.69
ITO	005	6	\$ 16.92	\$ 2,933.34	\$ 35,200.11
ITO	005	7	\$ 17.35	\$ 3,006.67	\$ 36,080.05
ITO	005	8	\$ 17.78	\$ 3,081.80	\$ 36,981.55
ITO	005	9	\$ 18.22	\$ 3,158.80	\$ 37,905.65
ITO	005	10	\$ 18.68	\$ 3,237.79	\$ 38,853.45
ITO	005	11	\$ 19.15	\$ 3,318.75	\$ 39,824.96
ITO	005	12	\$ 19.63	\$ 3,401.68	\$ 40,820.15
ITO	005	13	\$ 20.12	\$ 3,486.77	\$ 41,841.18
ITO	005	14	\$ 20.62	\$ 3,573.92	\$ 42,887.00
ITO	005	15	\$ 21.13	\$ 3,663.22	\$ 43,958.68
ITO	005	16	\$ 21.66	\$ 3,754.77	\$ 45,057.26
ITO	005	17	\$ 22.20	\$ 3,848.65	\$ 46,183.85
ITO	005	18	\$ 22.76	\$ 3,944.87	\$ 47,338.44
ITO	005	19	\$ 23.33	\$ 4,043.51	\$ 48,522.13
ITO	005	20	\$ 23.91	\$ 4,144.57	\$ 49,734.88

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	006	1	\$ 15.89	\$ 2,753.92	\$ 33,047.08
ITO	006	2	\$ 16.29	\$ 2,822.77	\$ 33,873.18
ITO	006	3	\$ 16.69	\$ 2,893.31	\$ 34,719.75
ITO	006	4	\$ 17.11	\$ 2,965.65	\$ 35,587.85
ITO	006	5	\$ 17.54	\$ 3,039.79	\$ 36,477.49
ITO	006	6	\$ 17.98	\$ 3,115.81	\$ 37,389.75
ITO	006	7	\$ 18.43	\$ 3,193.72	\$ 38,324.62
ITO	006	8	\$ 18.89	\$ 3,273.60	\$ 39,283.20
ITO	006	9	\$ 19.36	\$ 3,355.46	\$ 40,265.47
ITO	006	10	\$ 19.84	\$ 3,439.38	\$ 41,272.50
ITO	006	11	\$ 20.34	\$ 3,525.36	\$ 42,304.33
ITO	006	12	\$ 20.85	\$ 3,613.50	\$ 43,361.99
ITO	006	13	\$ 21.37	\$ 3,703.88	\$ 44,446.58
ITO	006	14	\$ 21.90	\$ 3,796.51	\$ 45,558.08
ITO	006	15	\$ 22.45	\$ 3,891.38	\$ 46,696.53
ITO	006	16	\$ 23.01	\$ 3,988.67	\$ 47,864.05
ITO	006	17	\$ 23.59	\$ 4,088.39	\$ 49,060.64
ITO	006	18	\$ 24.18	\$ 4,190.62	\$ 50,287.40
ITO	006	19	\$ 24.78	\$ 4,295.36	\$ 51,544.32
ITO	006	20	\$ 25.40	\$ 4,402.71	\$ 52,832.48
ITO	007	1	\$ 16.89	\$ 2,927.15	\$ 35,125.79
ITO	007	2	\$ 17.31	\$ 3,000.30	\$ 36,003.58
ITO	007	3	\$ 17.74	\$ 3,075.33	\$ 36,904.00
ITO	007	4	\$ 18.19	\$ 3,152.25	\$ 37,827.03
ITO	007	5	\$ 18.64	\$ 3,231.06	\$ 38,772.68
ITO	007	6	\$ 19.11	\$ 3,311.84	\$ 39,742.02
ITO	007	7	\$ 19.58	\$ 3,394.59	\$ 40,735.06
ITO	007	8	\$ 20.07	\$ 3,479.50	\$ 41,753.94
ITO	007	9	\$ 20.58	\$ 3,566.47	\$ 42,797.61
ITO	007	10	\$ 21.09	\$ 3,655.59	\$ 43,867.11
ITO	007	11	\$ 21.62	\$ 3,746.96	\$ 44,963.56
ITO	007	12	\$ 22.16	\$ 3,840.67	\$ 46,087.99
ITO	007	13	\$ 22.71	\$ 3,936.70	\$ 47,240.43
ITO	007	14	\$ 23.28	\$ 4,035.16	\$ 48,421.96
ITO	007	15	\$ 23.86	\$ 4,136.05	\$ 49,632.57
ITO	007	16	\$ 24.46	\$ 4,239.44	\$ 50,873.32
ITO	007	17	\$ 25.07	\$ 4,345.44	\$ 52,145.31
ITO	007	18	\$ 25.70	\$ 4,454.05	\$ 53,448.55
ITO	007	19	\$ 26.34	\$ 4,565.43	\$ 54,785.16
ITO	007	20	\$ 27.00	\$ 4,679.60	\$ 56,155.17

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	008	1	\$ 17.96	\$ 3,113.30	\$ 37,359.58
ITO	008	2	\$ 18.41	\$ 3,191.12	\$ 38,293.39
ITO	008	3	\$ 18.87	\$ 3,270.91	\$ 39,250.88
ITO	008	4	\$ 19.34	\$ 3,352.67	\$ 40,232.08
ITO	008	5	\$ 19.83	\$ 3,436.50	\$ 41,238.04
ITO	008	6	\$ 20.32	\$ 3,522.40	\$ 42,268.78
ITO	008	7	\$ 20.83	\$ 3,610.45	\$ 43,325.36
ITO	008	8	\$ 21.35	\$ 3,700.74	\$ 44,408.87
ITO	008	9	\$ 21.88	\$ 3,793.28	\$ 45,519.31
ITO	008	10	\$ 22.43	\$ 3,888.15	\$ 46,657.74
ITO	008	11	\$ 22.99	\$ 3,985.35	\$ 47,824.20
ITO	008	12	\$ 23.57	\$ 4,084.98	\$ 49,019.72
ITO	008	13	\$ 24.16	\$ 4,187.12	\$ 50,245.40
ITO	008	14	\$ 24.76	\$ 4,291.77	\$ 51,501.23
ITO	008	15	\$ 25.38	\$ 4,399.03	\$ 52,788.31
ITO	008	16	\$ 26.01	\$ 4,508.97	\$ 54,107.69
ITO	008	17	\$ 26.66	\$ 4,621.71	\$ 55,460.47
ITO	008	18	\$ 27.33	\$ 4,737.22	\$ 56,846.63
ITO	008	19	\$ 28.01	\$ 4,855.70	\$ 58,268.34
ITO	008	20	\$ 28.71	\$ 4,977.13	\$ 59,725.58
ITO	009	1	\$ 19.12	\$ 3,313.45	\$ 39,761.41
ITO	009	2	\$ 19.59	\$ 3,396.29	\$ 40,755.53
ITO	009	3	\$ 20.08	\$ 3,481.20	\$ 41,774.41
ITO	009	4	\$ 20.59	\$ 3,568.26	\$ 42,819.15
ITO	009	5	\$ 21.10	\$ 3,657.48	\$ 43,889.74
ITO	009	6	\$ 21.63	\$ 3,748.94	\$ 44,987.25
ITO	009	7	\$ 22.17	\$ 3,842.64	\$ 46,111.68
ITO	009	8	\$ 22.72	\$ 3,938.68	\$ 47,264.12
ITO	009	9	\$ 23.29	\$ 4,037.14	\$ 48,445.66
ITO	009	10	\$ 23.87	\$ 4,138.11	\$ 49,657.33
ITO	009	11	\$ 24.47	\$ 4,241.60	\$ 50,899.17
ITO	009	12	\$ 25.08	\$ 4,347.60	\$ 52,171.16
ITO	009	13	\$ 25.71	\$ 4,456.29	\$ 53,475.47
ITO	009	14	\$ 26.35	\$ 4,567.67	\$ 54,812.09
ITO	009	15	\$ 27.01	\$ 4,681.84	\$ 56,182.10
ITO	009	16	\$ 27.69	\$ 4,798.88	\$ 57,586.57
ITO	009	17	\$ 28.38	\$ 4,918.88	\$ 59,026.57
ITO	009	18	\$ 29.09	\$ 5,041.85	\$ 60,502.14
ITO	009	19	\$ 29.81	\$ 5,167.86	\$ 62,014.31
ITO	009	20	\$ 30.56	\$ 5,297.02	\$ 63,564.18

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITO	010	1	\$ 20.36	\$ 3,528.86	\$ 42,346.33
ITO	010	2	\$ 20.87	\$ 3,617.09	\$ 43,405.06
ITO	010	3	\$ 21.39	\$ 3,707.56	\$ 44,490.73
ITO	010	4	\$ 21.92	\$ 3,800.28	\$ 45,603.32
ITO	010	5	\$ 22.47	\$ 3,895.33	\$ 46,743.92
ITO	010	6	\$ 23.03	\$ 3,992.71	\$ 47,912.51
ITO	010	7	\$ 23.61	\$ 4,092.52	\$ 49,110.19
ITO	010	8	\$ 24.20	\$ 4,194.84	\$ 50,338.03
ITO	010	9	\$ 24.81	\$ 4,299.67	\$ 51,596.01
ITO	010	10	\$ 25.43	\$ 4,407.19	\$ 52,886.32
ITO	010	11	\$ 26.06	\$ 4,517.41	\$ 54,208.94
ITO	010	12	\$ 26.71	\$ 4,630.32	\$ 55,563.87
ITO	010	13	\$ 27.38	\$ 4,746.11	\$ 56,953.26
ITO	010	14	\$ 28.07	\$ 4,864.76	\$ 58,377.13
ITO	010	15	\$ 28.77	\$ 4,986.38	\$ 59,836.52
ITO	010	16	\$ 29.49	\$ 5,111.05	\$ 61,332.54
ITO	010	17	\$ 30.22	\$ 5,238.86	\$ 62,866.26
ITO	010	18	\$ 30.98	\$ 5,369.81	\$ 64,437.67
ITO	010	19	\$ 31.75	\$ 5,504.08	\$ 66,048.94
ITO	010	20	\$ 32.55	\$ 5,641.67	\$ 67,700.05
ITO	011	1	\$ 21.70	\$ 3,760.61	\$ 45,127.27
ITO	011	2	\$ 22.24	\$ 3,854.58	\$ 46,254.94
ITO	011	3	\$ 22.79	\$ 3,950.97	\$ 47,411.69
ITO	011	4	\$ 23.36	\$ 4,049.79	\$ 48,597.52
ITO	011	5	\$ 23.95	\$ 4,151.04	\$ 49,812.43
ITO	011	6	\$ 24.55	\$ 4,254.79	\$ 51,057.49
ITO	011	7	\$ 25.16	\$ 4,361.15	\$ 52,333.81
ITO	011	8	\$ 25.79	\$ 4,470.20	\$ 53,642.42
ITO	011	9	\$ 26.43	\$ 4,581.94	\$ 54,983.33
ITO	011	10	\$ 27.10	\$ 4,696.47	\$ 56,357.65
ITO	011	11	\$ 27.77	\$ 4,813.87	\$ 57,766.44
ITO	011	12	\$ 28.47	\$ 4,934.23	\$ 59,210.75
ITO	011	13	\$ 29.18	\$ 5,057.55	\$ 60,690.62
ITO	011	14	\$ 29.91	\$ 5,184.02	\$ 62,208.18
ITO	011	15	\$ 30.66	\$ 5,313.62	\$ 63,763.44
ITO	011	16	\$ 31.42	\$ 5,446.46	\$ 65,357.47
ITO	011	17	\$ 32.21	\$ 5,582.61	\$ 66,991.35
ITO	011	18	\$ 33.01	\$ 5,722.18	\$ 68,666.16
ITO	011	19	\$ 33.84	\$ 5,865.25	\$ 70,382.98
ITO	011	20	\$ 34.68	\$ 6,011.91	\$ 72,142.87



## INFORMATION TECHNOLOGY - MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
200546	Applications Development Team Supervisor	ITM	006	\$ 53,932.14	\$ 86,217.74
200406	Business Process Management Analyst	ITM	004	\$ 47,303.97	\$ 75,622.82
200432	Computer Operations Supervisor	ITM	002	\$ 41,569.77	\$ 66,454.98
100273	Database Administrator	ITM	006	\$ 53,932.14	\$ 86,217.74
000270	Database Manager	ITM	008	\$ 61,603.95	\$ 98,482.10
100167	Fiscal Systems Analyst	ITM	004	\$ 47,303.97	\$ 75,622.82
800555	GIS Specialist II	ITM	001	\$ 38,995.62	\$ 62,341.74
800556	GIS Specialist III	ITM	003	\$ 44,333.47	\$ 70,873.04
800557	GIS Team Supervisor	ITM	005	\$ 50,497.43	\$ 80,724.81
100168	Information Technology Planner	ITM	004	\$ 47,303.97	\$ 75,622.82
200401	Information Technology Telecommunications Analyst II	ITM	002	\$ 41,569.77	\$ 66,454.98
200402	Information Technology Telecommunications Analyst III	ITM	006	\$ 53,932.14	\$ 86,217.74
800020	Information Technology Training Coordinator	ITM	002	\$ 41,569.77	\$ 66,454.98
200451	Microcomputer Systems Team Supervisor	ITM	005	\$ 50,497.43	\$ 80,724.81
800546	Network Engineer II	ITM	004	\$ 47,303.97	\$ 75,622.82
800545	Network Engineer III	ITM	006	\$ 53,932.14	\$ 86,217.74
200403	Network Engineer IV	ITM	008	\$ 61,603.95	\$ 98,482.10
800547	Network Security Engineer	ITM	006	\$ 53,932.14	\$ 86,217.74
200516	Programmer/Analyst II	ITM	001	\$ 38,995.62	\$ 62,341.74
200517	Programmer/Analyst III	ITM	002	\$ 41,569.77	\$ 66,454.98
200518	Programmer/Analyst IV	ITM	003	\$ 44,333.47	\$ 70,873.04
200519	Programmer/Analyst V	ITM	005	\$ 50,497.43	\$ 80,724.81
100166	Senior Information Technology Planner	ITM	008	\$ 61,603.95	\$ 98,482.10
200450	Senior Micro Computer Systems Analyst	ITM	001	\$ 38,995.62	\$ 62,341.74
800506	Software Analyst	ITM	002	\$ 41,569.77	\$ 66,454.98
200549	Systems Programmer	ITM	006	\$ 53,932.14	\$ 86,217.74

# INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITM	001	1	\$ 18.75	\$3,249.64	\$38,995.62
ITM	001	2	\$ 19.22	\$3,330.86	\$39,970.35
ITM	001	3	\$ 19.70	\$3,414.16	\$40,969.86
ITM	001	4	\$ 20.19	\$3,499.51	\$41,994.13
ITM	001	5	\$ 20.69	\$3,587.02	\$43,044.25
ITM	001	6	\$ 21.21	\$3,676.69	\$44,120.22
ITM	001	7	\$ 21.74	\$3,768.59	\$45,223.12
ITM	001	8	\$ 22.29	\$3,862.84	\$46,354.02
ITM	001	9	\$ 22.84	\$3,959.41	\$47,512.92
ITM	001	10	\$ 23.41	\$4,058.41	\$48,700.91
ITM	001	11	\$ 24.00	\$4,159.83	\$49,917.97
ITM	001	12	\$ 24.60	\$4,263.86	\$51,166.28
ITM	001	13	\$ 25.21	\$4,370.48	\$52,445.81
ITM	001	14	\$ 25.84	\$4,479.71	\$53,756.57
ITM	001	15	\$ 26.49	\$4,591.73	\$55,100.74
ITM	001	16	\$ 27.15	\$4,706.52	\$56,478.28
ITM	001	17	\$ 27.83	\$4,824.19	\$57,890.29
ITM	001	18	\$ 28.53	\$4,944.82	\$59,337.84
ITM	001	19	\$ 29.24	\$5,068.41	\$60,820.94
ITM	001	20	\$ 29.97	\$5,195.15	\$62,341.74
ITM	002	1	\$ 19.99	\$3,464.15	\$41,569.77
ITM	002	2	\$ 20.49	\$3,550.76	\$42,609.13
ITM	002	3	\$ 21.00	\$3,639.53	\$43,674.33
ITM	002	4	\$ 21.52	\$3,730.54	\$44,766.45
ITM	002	5	\$ 22.06	\$3,823.79	\$45,885.51
ITM	002	6	\$ 22.61	\$3,919.38	\$47,032.56
ITM	002	7	\$ 23.18	\$4,017.39	\$48,208.70
ITM	002	8	\$ 23.76	\$4,117.83	\$49,413.91
ITM	002	9	\$ 24.35	\$4,220.77	\$50,649.29
ITM	002	10	\$ 24.96	\$4,326.33	\$51,915.90
ITM	002	11	\$ 25.58	\$4,434.48	\$53,213.75
ITM	002	12	\$ 26.22	\$4,545.33	\$54,543.91
ITM	002	13	\$ 26.88	\$4,658.95	\$55,907.45
ITM	002	14	\$ 27.55	\$4,775.45	\$57,305.45
ITM	002	15	\$ 28.24	\$4,894.83	\$58,737.93
ITM	002	16	\$ 28.95	\$5,017.16	\$60,205.94
ITM	002	17	\$ 29.67	\$5,142.55	\$61,710.58
ITM	002	18	\$ 30.41	\$5,271.08	\$63,252.92
ITM	002	19	\$ 31.17	\$5,402.84	\$64,834.03
ITM	002	20	\$ 31.95	\$5,537.92	\$66,454.98

# INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITM	003	1	\$ 21.31	\$3,694.46	\$44,333.47
ITM	003	2	\$ 21.85	\$3,786.81	\$45,441.76
ITM	003	3	\$ 22.39	\$3,881.50	\$46,578.05
ITM	003	4	\$ 22.95	\$3,978.53	\$47,742.33
ITM	003	5	\$ 23.53	\$4,077.98	\$48,935.71
ITM	003	6	\$ 24.12	\$4,179.94	\$50,159.23
ITM	003	7	\$ 24.72	\$4,284.41	\$51,412.93
ITM	003	8	\$ 25.34	\$4,391.49	\$52,697.85
ITM	003	9	\$ 25.97	\$4,501.26	\$54,015.07
ITM	003	10	\$ 26.62	\$4,613.81	\$55,365.69
ITM	003	11	\$ 27.28	\$4,729.14	\$56,749.70
ITM	003	12	\$ 27.97	\$4,847.35	\$58,168.17
ITM	003	13	\$ 28.66	\$4,968.52	\$59,622.19
ITM	003	14	\$ 29.38	\$5,092.74	\$61,112.83
ITM	003	15	\$ 30.12	\$5,220.10	\$62,641.15
ITM	003	16	\$ 30.87	\$5,350.60	\$64,207.18
ITM	003	17	\$ 31.64	\$5,484.33	\$65,811.99
ITM	003	18	\$ 32.43	\$5,621.48	\$67,457.71
ITM	003	19	\$ 33.24	\$5,762.03	\$69,144.38
ITM	003	20	\$ 34.07	\$5,906.09	\$70,873.04
ITM	004	1	\$ 22.74	\$3,942.00	\$47,303.97
ITM	004	2	\$ 23.31	\$4,040.55	\$48,486.58
ITM	004	3	\$ 23.89	\$4,141.52	\$49,698.26
ITM	004	4	\$ 24.49	\$4,245.10	\$50,941.18
ITM	004	5	\$ 25.10	\$4,351.19	\$52,214.25
ITM	004	6	\$ 25.73	\$4,459.97	\$53,519.63
ITM	004	7	\$ 26.37	\$4,571.44	\$54,857.32
ITM	004	8	\$ 27.03	\$4,685.70	\$56,228.40
ITM	004	9	\$ 27.71	\$4,802.83	\$57,633.95
ITM	004	10	\$ 28.40	\$4,922.92	\$59,075.05
ITM	004	11	\$ 29.11	\$5,045.97	\$60,551.68
ITM	004	12	\$ 29.84	\$5,172.17	\$62,066.01
ITM	004	13	\$ 30.59	\$5,301.50	\$63,618.04
ITM	004	14	\$ 31.35	\$5,434.07	\$65,208.84
ITM	004	15	\$ 32.13	\$5,569.96	\$66,839.50
ITM	004	16	\$ 32.94	\$5,709.17	\$68,509.99
ITM	004	17	\$ 33.76	\$5,851.87	\$70,222.49
ITM	004	18	\$ 34.60	\$5,998.18	\$71,978.10
ITM	004	19	\$ 35.47	\$6,148.15	\$73,777.84
ITM	004	20	\$ 36.36	\$6,301.90	\$75,622.82

# INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITM	005	1	\$ 24.28	\$4,208.12	\$50,497.43
ITM	005	2	\$ 24.88	\$4,313.31	\$51,759.73
ITM	005	3	\$ 25.51	\$4,421.11	\$53,053.27
ITM	005	4	\$ 26.14	\$4,531.59	\$54,379.12
ITM	005	5	\$ 26.80	\$4,644.86	\$55,738.35
ITM	005	6	\$ 27.47	\$4,761.01	\$57,132.06
ITM	005	7	\$ 28.15	\$4,880.02	\$58,560.21
ITM	005	8	\$ 28.86	\$5,001.99	\$60,023.92
ITM	005	9	\$ 29.58	\$5,127.02	\$61,524.26
ITM	005	10	\$ 30.32	\$5,255.19	\$63,062.27
ITM	005	11	\$ 31.08	\$5,386.59	\$64,639.08
ITM	005	12	\$ 31.85	\$5,521.22	\$66,254.65
ITM	005	13	\$ 32.65	\$5,659.26	\$67,911.15
ITM	005	14	\$ 33.47	\$5,800.72	\$69,608.59
ITM	005	15	\$ 34.30	\$5,945.76	\$71,349.10
ITM	005	16	\$ 35.16	\$6,094.39	\$73,132.69
ITM	005	17	\$ 36.04	\$6,246.79	\$74,961.51
ITM	005	18	\$ 36.94	\$6,402.97	\$76,835.58
ITM	005	19	\$ 37.86	\$6,563.00	\$78,755.95
ITM	005	20	\$ 38.81	\$6,727.07	\$80,724.81
ITM	006	1	\$ 25.93	\$4,494.35	\$53,932.14
ITM	006	2	\$ 26.58	\$4,606.72	\$55,280.60
ITM	006	3	\$ 27.24	\$4,721.87	\$56,662.46
ITM	006	4	\$ 27.92	\$4,839.90	\$58,078.78
ITM	006	5	\$ 28.62	\$4,960.89	\$59,530.63
ITM	006	6	\$ 29.34	\$5,084.93	\$61,019.11
ITM	006	7	\$ 30.07	\$5,212.02	\$62,544.22
ITM	006	8	\$ 30.82	\$5,342.34	\$64,108.09
ITM	006	9	\$ 31.59	\$5,475.89	\$65,710.73
ITM	006	10	\$ 32.38	\$5,612.77	\$67,353.25
ITM	006	11	\$ 33.19	\$5,753.06	\$69,036.67
ITM	006	12	\$ 34.02	\$5,896.84	\$70,762.11
ITM	006	13	\$ 34.87	\$6,044.31	\$72,531.70
ITM	006	14	\$ 35.74	\$6,195.45	\$74,345.44
ITM	006	15	\$ 36.64	\$6,350.37	\$76,204.42
ITM	006	16	\$ 37.55	\$6,509.14	\$78,109.72
ITM	006	17	\$ 38.49	\$6,671.87	\$80,062.42
ITM	006	18	\$ 39.45	\$6,838.63	\$82,063.57
ITM	006	19	\$ 40.44	\$7,009.61	\$84,115.34
ITM	006	20	\$ 41.45	\$7,184.81	\$86,217.74



# INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
ITM	007	1	\$ 27.71	\$4,802.20	\$57,626.42
ITM	007	2	\$ 28.40	\$4,922.29	\$59,067.51
ITM	007	3	\$ 29.11	\$5,045.35	\$60,544.14
ITM	007	4	\$ 29.84	\$5,171.45	\$62,057.39
ITM	007	5	\$ 30.58	\$5,300.70	\$63,608.34
ITM	007	6	\$ 31.35	\$5,433.17	\$65,198.07
ITM	007	7	\$ 32.13	\$5,568.97	\$66,827.65
ITM	007	8	\$ 32.93	\$5,708.18	\$68,498.15
ITM	007	9	\$ 33.76	\$5,850.89	\$70,210.65
ITM	007	10	\$ 34.60	\$5,997.19	\$71,966.24
ITM	007	11	\$ 35.46	\$6,147.08	\$73,764.91
ITM	007	12	\$ 36.35	\$6,300.74	\$75,608.82
ITM	007	13	\$ 37.26	\$6,458.25	\$77,499.04
ITM	007	14	\$ 38.19	\$6,619.72	\$79,436.65
ITM	007	15	\$ 39.15	\$6,785.23	\$81,422.73
ITM	007	16	\$ 40.12	\$6,954.86	\$83,458.35
ITM	007	17	\$ 41.13	\$7,128.72	\$85,544.60
ITM	007	18	\$ 42.16	\$7,306.97	\$87,683.62
ITM	007	19	\$ 43.21	\$7,489.62	\$89,875.41
ITM	007	20	\$ 44.29	\$7,676.84	\$92,122.13
ITM	008	1	\$ 29.62	\$5,133.66	\$61,603.95
ITM	008	2	\$ 30.36	\$5,262.01	\$63,144.13
ITM	008	3	\$ 31.12	\$5,393.59	\$64,723.09
ITM	008	4	\$ 31.89	\$5,528.40	\$66,340.82
ITM	008	5	\$ 32.69	\$5,666.62	\$67,999.48
ITM	008	6	\$ 33.51	\$5,808.26	\$69,699.06
ITM	008	7	\$ 34.35	\$5,953.48	\$71,441.72
ITM	008	8	\$ 35.21	\$6,102.29	\$73,227.47
ITM	008	9	\$ 36.09	\$6,254.87	\$75,058.46
ITM	008	10	\$ 36.99	\$6,411.22	\$76,934.67
ITM	008	11	\$ 37.91	\$6,571.52	\$78,858.27
ITM	008	12	\$ 38.86	\$6,735.77	\$80,829.28
ITM	008	13	\$ 39.83	\$6,904.15	\$82,849.82
ITM	008	14	\$ 40.83	\$7,076.75	\$84,920.98
ITM	008	15	\$ 41.85	\$7,253.65	\$87,043.84
ITM	008	16	\$ 42.89	\$7,434.96	\$89,219.48
ITM	008	17	\$ 43.97	\$7,620.84	\$91,450.06
ITM	008	18	\$ 45.07	\$7,811.39	\$93,736.63
ITM	008	19	\$ 46.19	\$8,006.69	\$96,080.29
ITM	008	20	\$ 47.35	\$8,206.84	\$98,482.10

## OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100151	Accountant I	OPS	010	\$ 30,886.53	\$ 49,374.07
100152	Accountant II	OPS	011	\$ 33,481.14	\$ 53,527.16
800019	Accounting Technician	OPS	007	\$ 24,383.30	\$ 38,982.71
800027	Administrative Secretary	OPS	009	\$ 28,519.18	\$ 45,595.78
800001	Administrative Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
300620	Animal Caretaker	OPS	003	\$ 18,023.33	\$ 28,815.36
700902	Animal Registrar	OPS	010	\$ 30,886.53	\$ 49,374.07
600801	Asphalt Plant Operator	OPS	009	\$ 28,519.18	\$ 45,595.78
600802	Asphalt Plant Operator II	OPS	010	\$ 30,886.53	\$ 49,374.07
800023	Assistant City Clerk/Support Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
700901	Assistant Supervisor of Animal Services	OPS	013	\$ 39,450.14	\$ 63,068.75
600807	Auto Body Repair Mechanic	OPS	008	\$ 26,357.53	\$ 42,135.23
600810	Automotive Machinist	OPS	010	\$ 30,886.53	\$ 49,374.07
600817	Automotive Mechanic	OPS	009	\$ 28,519.18	\$ 45,595.78
800044	Automotive Repair Technician	OPS	009	\$ 28,519.18	\$ 45,595.78
600821	Automotive Service Attendant	OPS	006	\$ 22,577.09	\$ 36,091.91
500713	Benefits Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
600822	Bricklayer	OPS	008	\$ 26,357.53	\$ 42,135.23
200454	Bridge Inspection Supervisor	OPS	012	\$ 36,326.70	\$ 58,071.24
700905	Bridge Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
800033	Broadcast Production Assistant	OPS	006	\$ 22,577.09	\$ 36,091.91
700903	Building/Equipment Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
100209	Buyer I	OPS	010	\$ 30,886.53	\$ 49,374.07
100210	Buyer II	OPS	013	\$ 39,450.14	\$ 63,068.75
600824	Carpenter I	OPS	008	\$ 26,357.53	\$ 42,135.23
600825	Carpenter II	OPS	009	\$ 28,519.18	\$ 45,595.78
100199	Case Management Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
700906	Cemetery Manager I	OPS	007	\$ 24,383.30	\$ 38,982.71
700907	Cemetery Manager II	OPS	010	\$ 30,886.53	\$ 49,374.07
800028	Chief Waterworks Operator	OPS	012	\$ 36,326.70	\$ 58,071.24
100237	Child Counselor I	OPS	009	\$ 28,519.18	\$ 45,595.78
100238	Child Counselor II	OPS	010	\$ 30,886.53	\$ 49,374.07
100239	Child Counselor III	OPS	012	\$ 36,326.70	\$ 58,071.24
200425	City Planning Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
200427	Claims Adjuster I	OPS	010	\$ 30,886.53	\$ 49,374.07
800006	Codes Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
200552	Compliance Inspector	OPS	011	\$ 33,481.14	\$ 53,527.16
100213	Concrete Finisher	OPS	007	\$ 24,383.30	\$ 38,982.71

# OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
200461	Construction Inspector I	OPS	009	\$ 28,519.18	\$ 45,595.78
200462	Construction Inspector II	OPS	011	\$ 33,481.14	\$ 53,527.16
700912	Cook	OPS	003	\$ 18,023.33	\$ 28,815.36
400651	Creative Designer & Production Manager	OPS	013	\$ 39,450.14	\$ 63,068.75
700914	Crew Leader I	OPS	008	\$ 26,357.53	\$ 42,135.23
700915	Crew Leader II	OPS	009	\$ 28,519.18	\$ 45,595.78
400652	Criminal Docket Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
200531	Cross Connection Specialist	OPS	009	\$ 28,519.18	\$ 45,595.78
700920	Custodian	OPS	002	\$ 16,750.26	\$ 26,779.74
800018	Customer Service Representative	OPS	004	\$ 19,410.58	\$ 31,034.08
500717	Data Processing Assistant I	OPS	004	\$ 19,410.58	\$ 31,034.08
500718	Data Processing Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
500719	Data Processing Assistant III	OPS	006	\$ 22,577.09	\$ 36,091.91
200445	Data Quality Control Analyst	OPS	008	\$ 26,357.53	\$ 42,135.23
200443	Data Quality Control Manager	OPS	010	\$ 30,886.53	\$ 49,374.07
500773	Deputy City Clerk/Secretary	OPS	010	\$ 30,886.53	\$ 49,374.07
500764	Deputy City Clerk/Senior Secretary	OPS	011	\$ 33,481.14	\$ 53,527.16
500772	Deputy City Clerk/Stenographic Reporter	OPS	009	\$ 28,519.18	\$ 45,595.78
500768	Deputy Clerk/Secretary to the Mayor	OPS	013	\$ 39,450.14	\$ 63,068.75
800010	Education Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
800011	Election Assistant I	OPS	003	\$ 18,023.33	\$ 28,815.36
500759	Election Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
800009	Election Assistant III	OPS	006	\$ 22,577.09	\$ 36,091.91
600834	Electrician I	OPS	007	\$ 24,383.30	\$ 38,982.71
600835	Electrician II	OPS	009	\$ 28,519.18	\$ 45,595.78
600836	Electrician III	OPS	010	\$ 30,886.53	\$ 49,374.07
600837	Electrician IV	OPS	011	\$ 33,481.14	\$ 53,527.16
600840	Electronics Technician I	OPS	009	\$ 28,519.18	\$ 45,595.78
600841	Electronics Technician II	OPS	010	\$ 30,886.53	\$ 49,374.07
700990	Elephant Manager	OPS	012	\$ 36,326.70	\$ 58,071.24
800015	Eligibility Worker	OPS	009	\$ 28,519.18	\$ 45,595.78
100290	Employment Investigator	OPS	010	\$ 30,886.53	\$ 49,374.07
100294	Employment Services Worker II	OPS	012	\$ 36,326.70	\$ 58,071.24
700922	Engineering Aide	OPS	005	\$ 20,923.83	\$ 33,450.98
200437	Engineering Technician I	OPS	009	\$ 28,519.18	\$ 45,595.78
200438	Engineering Technician II	OPS	010	\$ 30,886.53	\$ 49,374.07
200439	Engineering Technician III	OPS	011	\$ 33,481.14	\$ 53,527.16
200440	Engineering Technician IV	OPS	012	\$ 36,326.70	\$ 58,071.24

# OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700991	Environmental Health Assistant I	OPS	004	\$ 19,410.58	\$ 31,034.08
700992	Environmental Health Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
200452	Environmental Specialist I	OPS	010	\$ 30,886.53	\$ 49,374.07
200453	Environmental Specialist II	OPS	012	\$ 36,326.70	\$ 58,071.24
700925	Equipment Operator II	OPS	006	\$ 22,577.09	\$ 36,091.91
700926	Equipment Operator III	OPS	008	\$ 26,357.53	\$ 42,135.23
700927	Equipment Operator IV	OPS	009	\$ 28,519.18	\$ 45,595.78
700911	Food Service Manager	OPS	012	\$ 36,326.70	\$ 58,071.24
700929	Forestry Crew Leader	OPS	010	\$ 30,886.53	\$ 49,374.07
100314	Fraud Investigator	OPS	010	\$ 30,886.53	\$ 49,374.07
200418	GIS Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
700933	Groundskeeper	OPS	004	\$ 19,410.58	\$ 31,034.08
700931	Groundskeeper Crew Leader	OPS	008	\$ 26,357.53	\$ 42,135.23
900006	Highway Operations Technician	OPS	010	\$ 30,886.53	\$ 49,374.07
700935	Horticulture Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
200446	Human Services Aide	OPS	006	\$ 22,577.09	\$ 36,091.91
300618	Humane Officer I	OPS	008	\$ 26,357.53	\$ 42,135.23
300619	Humane Officer II	OPS	011	\$ 33,481.14	\$ 53,527.16
100310	Income Tax Auditor	OPS	010	\$ 30,886.53	\$ 49,374.07
700939	Instrument Technician	OPS	009	\$ 28,519.18	\$ 45,595.78
100405	Judicial Executive Assistant	OPS	012	\$ 36,326.70	\$ 58,071.24
300626	Kennel Supervisor	OPS	009	\$ 28,519.18	\$ 45,595.78
200498	Landscape Coordinator I	OPS	011	\$ 33,481.14	\$ 53,527.16
200499	Landscape Coordinator II	OPS	012	\$ 36,326.70	\$ 58,071.24
700913	Laundry Worker	OPS	002	\$ 16,750.26	\$ 26,779.74
100316	Law Clerk	OPS	009	\$ 28,519.18	\$ 45,595.78
500735	Legal Assistant	OPS	012	\$ 36,326.70	\$ 58,071.24
500740	Legal Secretary I	OPS	008	\$ 26,357.53	\$ 42,135.23
500741	Legal Secretary II	OPS	010	\$ 30,886.53	\$ 49,374.07
400665	Library Assistant I	OPS	004	\$ 19,410.58	\$ 31,034.08
400666	Library Assistant II	OPS	005	\$ 20,923.83	\$ 33,450.98
400660	Library Associate I	OPS	009	\$ 28,519.18	\$ 45,595.78
400661	Library Associate II	OPS	010	\$ 30,886.53	\$ 49,374.07
200474	License Inspector I	OPS	009	\$ 28,519.18	\$ 45,595.78
200475	License Inspector II	OPS	010	\$ 30,886.53	\$ 49,374.07
700941	Lifeguard	OPS	005	\$ 20,923.83	\$ 33,450.98
700942	Maintenance Mechanic I	OPS	007	\$ 24,383.30	\$ 38,982.71
700943	Maintenance Mechanic II	OPS	008	\$ 26,357.53	\$ 42,135.23
700944	Maintenance Mechanic III	OPS	010	\$ 30,886.53	\$ 49,374.07
700949	Maintenance Worker I	OPS	003	\$ 18,023.33	\$ 28,815.36



# OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700950	Maintenance Worker II	OPS	004	\$ 19,410.58	\$ 31,034.08
800032	Marine Life Specialist	OPS	008	\$ 26,357.53	\$ 42,135.23
700952	Messenger/Driver	OPS	003	\$ 18,023.33	\$ 28,815.36
300621	Meter Monitor	OPS	004	\$ 19,410.58	\$ 31,034.08
500745	Micrographics Technician	OPS	005	\$ 20,923.83	\$ 33,450.98
300640	Museum Attendant	OPS	005	\$ 20,923.83	\$ 33,450.98
200482	Neighborhood Development Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
500748	Office Aide	OPS	001	\$ 15,581.67	\$ 24,911.05
500750	Office Assistant	OPS	003	\$ 18,023.33	\$ 28,815.36
600852	Operating Engineer I	OPS	007	\$ 24,383.30	\$ 38,982.71
600853	Operating Engineer II	OPS	010	\$ 30,886.53	\$ 49,374.07
300638	Operations Officer	OPS	006	\$ 22,577.09	\$ 36,091.91
600855	Painter I	OPS	007	\$ 24,383.30	\$ 38,982.71
600856	Painter II	OPS	009	\$ 28,519.18	\$ 45,595.78
400670	Paralegal	OPS	010	\$ 30,886.53	\$ 49,374.07
400671	Paralegal Claims Investigator	OPS	012	\$ 36,326.70	\$ 58,071.24
200510	Permit Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
200511	Permits Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
200509	Photographic Lab Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
600860	Plumber II	OPS	008	\$ 26,357.53	\$ 42,135.23
600861	Plumber III	OPS	009	\$ 28,519.18	\$ 45,595.78
400672	Police Identification Clerk	OPS	006	\$ 22,577.09	\$ 36,091.91
700951	Pool Manager	OPS	011	\$ 33,481.14	\$ 53,527.16
400675	Public Health Aide	OPS	004	\$ 19,410.58	\$ 31,034.08
800034	Public Relations Assistant	OPS	007	\$ 24,383.30	\$ 38,982.71
200554	Public Safety Telecommunicator I	OPS	008	\$ 26,357.53	\$ 42,135.23
200555	Public Safety Telecommunicator II	OPS	010	\$ 30,886.53	\$ 49,374.07
200556	Public Safety Telecommunicator III	OPS	013	\$ 39,450.14	\$ 63,068.75
200553	Public Safety Telecommunicator Trainee	OPS	007	\$ 24,383.30	\$ 38,982.71
200525	Real Estate Appraiser I	OPS	010	\$ 30,886.53	\$ 49,374.07
200526	Real Estate Appraiser II	OPS	011	\$ 33,481.14	\$ 53,527.16
200527	Real Estate Appraiser III	OPS	013	\$ 39,450.14	\$ 63,068.75
500756	Records & Information Clerk	OPS	005	\$ 20,923.83	\$ 33,450.98
800026	Recreation Specialist	OPS	009	\$ 28,519.18	\$ 45,595.78
700969	Refuse Collection Supervisor	OPS	010	\$ 30,886.53	\$ 49,374.07
700966	Refuse Collector I	OPS	003	\$ 18,023.33	\$ 28,815.36
700967	Refuse Collector II	OPS	005	\$ 20,923.83	\$ 33,450.98
700970	Refuse Collector, Lead	OPS	008	\$ 26,357.53	\$ 42,135.23

# OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700968	Refuse Collector, Senior	OPS	007	\$ 24,383.30	\$ 38,982.71
200484	Refuse Inspector	OPS	009	\$ 28,519.18	\$ 45,595.78
200528	Safety Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
500769	Secretary to the City Manager	OPS	011	\$ 33,481.14	\$ 53,527.16
800050	Security Counselor II	OPS	010	\$ 30,886.53	\$ 49,374.07
800051	Security Counselor III	OPS	012	\$ 36,326.70	\$ 58,071.24
300639	Security Officer	OPS	007	\$ 24,383.30	\$ 38,982.71
600808	Senior Autobody Repair Mechanic	OPS	010	\$ 30,886.53	\$ 49,374.07
800045	Senior Automotive Repair Technician	OPS	011	\$ 33,481.14	\$ 53,527.16
200426	Senior City Planning Technician	OPS	011	\$ 33,481.14	\$ 53,527.16
800489	Senior Codes Specialist	OPS	012	\$ 36,326.70	\$ 58,071.24
200532	Senior Cross-Connection Specialist	OPS	011	\$ 33,481.14	\$ 53,527.16
700919	Senior Custodian	OPS	003	\$ 18,023.33	\$ 28,815.36
500760	Senior Election Assistant	OPS	008	\$ 26,357.53	\$ 42,135.23
200512	Senior Permits Specialist	OPS	013	\$ 39,450.14	\$ 63,068.75
700987	Senior Utility Maintenance Supervisor	OPS	012	\$ 36,326.70	\$ 58,071.24
700975	Sign Manufacturing Technician	OPS	007	\$ 24,383.30	\$ 38,982.71
800052	Social Work Associate	OPS	008	\$ 26,357.53	\$ 42,135.23
100366	Social Worker I	OPS	010	\$ 30,886.53	\$ 49,374.07
100367	Social Worker II	OPS	012	\$ 36,326.70	\$ 58,071.24
500700	Staff Technician I	OPS	008	\$ 26,357.53	\$ 42,135.23
500701	Staff Technician II	OPS	009	\$ 28,519.18	\$ 45,595.78
100427	Stage Crew Chief	OPS	012	\$ 36,326.70	\$ 58,071.24
500771	Stenographic Reporter II	OPS	008	\$ 26,357.53	\$ 42,135.23
600883	Storekeeper I	OPS	005	\$ 20,923.83	\$ 33,450.98
600884	Storekeeper II	OPS	007	\$ 24,383.30	\$ 38,982.71
600885	Storekeeper III	OPS	008	\$ 26,357.53	\$ 42,135.23
700976	Street Maintenance Supervisor	OPS	010	\$ 30,886.53	\$ 49,374.07
800022	Support Technician	OPS	006	\$ 22,577.09	\$ 36,091.91
200544	Survey Party Chief	OPS	010	\$ 30,886.53	\$ 49,374.07
100430	Therapeutic Recreation Specialist	OPS	010	\$ 30,886.53	\$ 49,374.07
200495	Traffic Investigator	OPS	008	\$ 26,357.53	\$ 42,135.23
800981	Traffic Maintenance Technician I	OPS	004	\$ 19,410.58	\$ 31,034.08
700981	Traffic Maintenance Technician II	OPS	007	\$ 24,383.30	\$ 38,982.71

# OPS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700983	Traffic Maintenance Technician III	OPS	009	\$ 28,519.18	\$ 45,595.78
700982	Traffic Sign Fabricator	OPS	005	\$ 20,923.83	\$ 33,450.98
800012	Traffic Signal Technician I	OPS	007	\$ 24,383.30	\$ 38,982.71
800013	Traffic Signal Technician II	OPS	008	\$ 26,357.53	\$ 42,135.23
800016	Traffic Signal Technician III	OPS	009	\$ 28,519.18	\$ 45,595.78
800014	Traffic Signal Technician IV	OPS	010	\$ 30,886.53	\$ 49,374.07
900007	Traffic Systems Engineering Technician I	OPS	011	\$ 33,481.14	\$ 53,527.16
900008	Traffic Systems Engineering Technician II	OPS	012	\$ 36,326.70	\$ 58,071.24
700984	Tree Trimmer	OPS	008	\$ 26,357.53	\$ 42,135.23
800035	Utility Construction Inspector	OPS	011	\$ 33,481.14	\$ 53,527.16
600892	Utility Maintenance Mechanic I	OPS	007	\$ 24,383.30	\$ 38,982.71
600893	Utility Maintenance Mechanic II	OPS	008	\$ 26,357.53	\$ 42,135.23
600894	Utility Maintenance Mechanic III	OPS	009	\$ 28,519.18	\$ 45,595.78
700986	Utility Maintenance Supervisor	OPS	011	\$ 33,481.14	\$ 53,527.16
700995	Veterinary Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
800029	Visitor Services Assistant	OPS	006	\$ 22,577.09	\$ 36,091.91
800036	Visitor Services Coordinator	OPS	009	\$ 28,519.18	\$ 45,595.78
800041	Wage & Salary Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
800043	Water Treatment Plant Maintenance Technician	OPS	008	\$ 26,357.53	\$ 42,135.23
200565	Waterworks Operator I	OPS	006	\$ 22,577.09	\$ 36,091.91
200566	Waterworks Operator II	OPS	008	\$ 26,357.53	\$ 42,135.23
200567	Waterworks Operator III	OPS	010	\$ 30,886.53	\$ 49,374.07
200568	Waterworks Operator IV	OPS	011	\$ 33,481.14	\$ 53,527.16
600897	Welder	OPS	009	\$ 28,519.18	\$ 45,595.78
200490	Zoning Enforcement Specialist I	OPS	010	\$ 30,886.53	\$ 49,374.07
200491	Zoning Enforcement Specialist II	OPS	011	\$ 33,481.14	\$ 53,527.16
200492	Zoning Enforcement Specialist III	OPS	013	\$ 39,450.14	\$ 63,068.75
700998	Zookeeper	OPS	008	\$ 26,357.53	\$ 42,135.23

# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	001	1	\$ 7.49	\$1,298.47	\$15,581.67
OPS	001	2	\$ 7.68	\$1,330.96	\$15,971.55
OPS	001	3	\$ 7.87	\$1,364.26	\$16,371.14
OPS	001	4	\$ 8.07	\$1,398.37	\$16,780.42
OPS	001	5	\$ 8.27	\$1,433.37	\$17,200.47
OPS	001	6	\$ 8.48	\$1,469.18	\$17,630.20
OPS	001	7	\$ 8.69	\$1,505.89	\$18,070.73
OPS	001	8	\$ 8.90	\$1,543.50	\$18,522.00
OPS	001	9	\$ 9.13	\$1,582.10	\$18,985.14
OPS	001	10	\$ 9.36	\$1,621.68	\$19,460.12
OPS	001	11	\$ 9.59	\$1,662.25	\$19,946.94
OPS	001	12	\$ 9.83	\$1,703.80	\$20,445.62
OPS	001	13	\$ 10.08	\$1,746.44	\$20,957.22
OPS	001	14	\$ 10.33	\$1,790.06	\$21,480.66
OPS	001	15	\$ 10.59	\$1,834.84	\$22,018.10
OPS	001	16	\$ 10.85	\$1,880.71	\$22,568.48
OPS	001	17	\$ 11.12	\$1,927.74	\$23,132.85
OPS	001	18	\$ 11.40	\$1,975.94	\$23,711.22
OPS	001	19	\$ 11.68	\$2,025.30	\$24,303.61
OPS	001	20	\$ 11.98	\$2,075.92	\$24,911.05
OPS	002	1	\$ 8.05	\$1,395.86	\$16,750.26
OPS	002	2	\$ 8.25	\$1,430.77	\$17,169.23
OPS	002	3	\$ 8.46	\$1,466.58	\$17,598.97
OPS	002	4	\$ 8.67	\$1,503.29	\$18,039.48
OPS	002	5	\$ 8.89	\$1,540.90	\$18,490.77
OPS	002	6	\$ 9.11	\$1,579.40	\$18,952.82
OPS	002	7	\$ 9.34	\$1,618.89	\$19,426.72
OPS	002	8	\$ 9.57	\$1,659.37	\$19,912.47
OPS	002	9	\$ 9.81	\$1,700.84	\$20,410.08
OPS	002	10	\$ 10.06	\$1,743.38	\$20,920.59
OPS	002	11	\$ 10.31	\$1,787.00	\$21,444.04
OPS	002	12	\$ 10.57	\$1,831.70	\$21,980.40
OPS	002	13	\$ 10.83	\$1,877.48	\$22,529.70
OPS	002	14	\$ 11.10	\$1,924.42	\$23,093.00
OPS	002	15	\$ 11.38	\$1,972.53	\$23,670.30
OPS	002	16	\$ 11.66	\$2,021.80	\$24,261.61
OPS	002	17	\$ 11.96	\$2,072.33	\$24,867.99
OPS	002	18	\$ 12.25	\$2,124.12	\$25,489.43
OPS	002	19	\$ 12.56	\$2,177.25	\$26,127.05
OPS	002	20	\$ 12.87	\$2,231.65	\$26,779.74



# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	003	1	\$ 8.67	\$1,501.94	\$18,023.33
OPS	003	2	\$ 8.88	\$1,539.46	\$18,473.54
OPS	003	3	\$ 9.10	\$1,577.97	\$18,935.60
OPS	003	4	\$ 9.33	\$1,617.46	\$19,409.49
OPS	003	5	\$ 9.57	\$1,657.94	\$19,895.24
OPS	003	6	\$ 9.80	\$1,699.40	\$20,392.84
OPS	003	7	\$ 10.05	\$1,741.86	\$20,902.29
OPS	003	8	\$ 10.30	\$1,785.39	\$21,424.65
OPS	003	9	\$ 10.56	\$1,830.00	\$21,959.95
OPS	003	10	\$ 10.82	\$1,875.77	\$22,509.24
OPS	003	11	\$ 11.09	\$1,922.62	\$23,071.46
OPS	003	12	\$ 11.37	\$1,970.73	\$23,648.76
OPS	003	13	\$ 11.65	\$2,020.01	\$24,240.06
OPS	003	14	\$ 11.95	\$2,070.54	\$24,846.44
OPS	003	15	\$ 12.24	\$2,122.32	\$25,467.89
OPS	003	16	\$ 12.55	\$2,175.37	\$26,104.43
OPS	003	17	\$ 12.86	\$2,229.76	\$26,757.12
OPS	003	18	\$ 13.19	\$2,285.50	\$27,425.97
OPS	003	19	\$ 13.52	\$2,342.67	\$28,112.05
OPS	003	20	\$ 13.85	\$2,401.28	\$28,815.36
OPS	004	1	\$ 9.33	\$1,617.55	\$19,410.58
OPS	004	2	\$ 9.57	\$1,658.03	\$19,896.32
OPS	004	3	\$ 9.80	\$1,699.49	\$20,393.92
OPS	004	4	\$ 10.05	\$1,741.95	\$20,903.36
OPS	004	5	\$ 10.30	\$1,785.48	\$21,425.74
OPS	004	6	\$ 10.56	\$1,830.09	\$21,961.03
OPS	004	7	\$ 10.82	\$1,875.86	\$22,510.32
OPS	004	8	\$ 11.09	\$1,922.80	\$23,073.62
OPS	004	9	\$ 11.37	\$1,970.91	\$23,650.92
OPS	004	10	\$ 11.65	\$2,020.18	\$24,242.21
OPS	004	11	\$ 11.95	\$2,070.72	\$24,848.59
OPS	004	12	\$ 12.25	\$2,122.50	\$25,470.04
OPS	004	13	\$ 12.55	\$2,175.55	\$26,106.58
OPS	004	14	\$ 12.87	\$2,229.94	\$26,759.28
OPS	004	15	\$ 13.19	\$2,285.68	\$27,428.12
OPS	004	16	\$ 13.52	\$2,342.85	\$28,114.20
OPS	004	17	\$ 13.85	\$2,401.46	\$28,817.51
OPS	004	18	\$ 14.20	\$2,461.51	\$29,538.06
OPS	004	19	\$ 14.56	\$2,523.08	\$30,276.91
OPS	004	20	\$ 14.92	\$2,586.17	\$31,034.08

# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	005	1	\$ 10.06	\$1,743.65	\$20,923.83
OPS	005	2	\$ 10.31	\$1,787.27	\$21,447.27
OPS	005	3	\$ 10.57	\$1,831.97	\$21,983.64
OPS	005	4	\$ 10.83	\$1,877.75	\$22,532.94
OPS	005	5	\$ 11.10	\$1,924.69	\$23,096.23
OPS	005	6	\$ 11.38	\$1,972.79	\$23,673.53
OPS	005	7	\$ 11.67	\$2,022.16	\$24,265.91
OPS	005	8	\$ 11.96	\$2,072.69	\$24,872.29
OPS	005	9	\$ 12.26	\$2,124.48	\$25,493.74
OPS	005	10	\$ 12.56	\$2,177.61	\$26,131.36
OPS	005	11	\$ 12.88	\$2,232.09	\$26,785.13
OPS	005	12	\$ 13.20	\$2,287.92	\$27,455.05
OPS	005	13	\$ 13.53	\$2,345.09	\$28,141.13
OPS	005	14	\$ 13.87	\$2,403.70	\$28,844.44
OPS	005	15	\$ 14.21	\$2,463.84	\$29,566.07
OPS	005	16	\$ 14.57	\$2,525.41	\$30,304.93
OPS	005	17	\$ 14.93	\$2,588.51	\$31,062.09
OPS	005	18	\$ 15.31	\$2,653.22	\$31,838.64
OPS	005	19	\$ 15.69	\$2,719.55	\$32,634.58
OPS	005	20	\$ 16.08	\$2,787.58	\$33,450.98
OPS	006	1	\$ 10.85	\$1,881.42	\$22,577.09
OPS	006	2	\$ 11.13	\$1,928.46	\$23,141.47
OPS	006	3	\$ 11.40	\$1,976.65	\$23,719.85
OPS	006	4	\$ 11.69	\$2,026.11	\$24,313.30
OPS	006	5	\$ 11.98	\$2,076.73	\$24,920.75
OPS	006	6	\$ 12.28	\$2,128.61	\$25,543.29
OPS	006	7	\$ 12.59	\$2,181.83	\$26,181.98
OPS	006	8	\$ 12.90	\$2,236.40	\$26,836.82
OPS	006	9	\$ 13.22	\$2,292.32	\$27,507.82
OPS	006	10	\$ 13.56	\$2,349.67	\$28,196.06
OPS	006	11	\$ 13.89	\$2,408.37	\$28,900.45
OPS	006	12	\$ 14.24	\$2,468.60	\$29,623.15
OPS	006	13	\$ 14.60	\$2,530.35	\$30,364.16
OPS	006	14	\$ 14.96	\$2,593.62	\$31,123.48
OPS	006	15	\$ 15.34	\$2,658.43	\$31,901.10
OPS	006	16	\$ 15.72	\$2,724.84	\$32,698.12
OPS	006	17	\$ 16.11	\$2,792.97	\$33,515.59
OPS	006	18	\$ 16.52	\$2,862.80	\$34,353.55
OPS	006	19	\$ 16.93	\$2,934.33	\$35,211.95
OPS	006	20	\$ 17.35	\$3,007.66	\$36,091.91

# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	007	1	\$ 11.72	\$2,031.94	\$24,383.30
OPS	007	2	\$ 12.02	\$2,082.74	\$24,992.92
OPS	007	3	\$ 12.32	\$2,134.80	\$25,617.61
OPS	007	4	\$ 12.62	\$2,188.20	\$26,258.45
OPS	007	5	\$ 12.94	\$2,242.96	\$26,915.46
OPS	007	6	\$ 13.26	\$2,299.05	\$27,588.60
OPS	007	7	\$ 13.60	\$2,356.49	\$28,277.91
OPS	007	8	\$ 13.93	\$2,415.37	\$28,984.45
OPS	007	9	\$ 14.28	\$2,475.78	\$29,709.31
OPS	007	10	\$ 14.64	\$2,537.71	\$30,452.48
OPS	007	11	\$ 15.01	\$2,601.16	\$31,213.95
OPS	007	12	\$ 15.38	\$2,666.23	\$31,994.81
OPS	007	13	\$ 15.77	\$2,732.92	\$32,795.06
OPS	007	14	\$ 16.16	\$2,801.22	\$33,614.69
OPS	007	15	\$ 16.56	\$2,871.23	\$34,454.79
OPS	007	16	\$ 16.98	\$2,943.04	\$35,316.43
OPS	007	17	\$ 17.40	\$3,016.63	\$36,199.60
OPS	007	18	\$ 17.84	\$3,092.03	\$37,104.33
OPS	007	19	\$ 18.28	\$3,169.31	\$38,031.66
OPS	007	20	\$ 18.74	\$3,248.56	\$38,982.71
OPS	008	1	\$ 12.67	\$2,196.46	\$26,357.53
OPS	008	2	\$ 12.99	\$2,251.39	\$27,016.69
OPS	008	3	\$ 13.31	\$2,307.67	\$27,691.99
OPS	008	4	\$ 13.65	\$2,365.38	\$28,384.55
OPS	008	5	\$ 13.99	\$2,424.53	\$29,094.32
OPS	008	6	\$ 14.34	\$2,485.11	\$29,821.33
OPS	008	7	\$ 14.70	\$2,547.22	\$30,566.64
OPS	008	8	\$ 15.06	\$2,610.95	\$31,331.34
OPS	008	9	\$ 15.44	\$2,676.20	\$32,114.36
OPS	008	10	\$ 15.83	\$2,743.06	\$32,916.76
OPS	008	11	\$ 16.22	\$2,811.64	\$33,739.64
OPS	008	12	\$ 16.63	\$2,881.91	\$34,582.96
OPS	008	13	\$ 17.04	\$2,953.99	\$35,447.83
OPS	008	14	\$ 17.47	\$3,027.85	\$36,334.24
OPS	008	15	\$ 17.90	\$3,103.52	\$37,242.19
OPS	008	16	\$ 18.35	\$3,181.06	\$38,172.76
OPS	008	17	\$ 18.81	\$3,260.59	\$39,127.03
OPS	008	18	\$ 19.28	\$3,342.08	\$40,104.99
OPS	008	19	\$ 19.76	\$3,425.64	\$41,107.72
OPS	008	20	\$ 20.26	\$3,511.27	\$42,135.23

# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	009	1	\$ 13.71	\$2,376.60	\$28,519.18
OPS	009	2	\$ 14.05	\$2,436.02	\$29,232.18
OPS	009	3	\$ 14.41	\$2,496.96	\$29,963.50
OPS	009	4	\$ 14.77	\$2,559.43	\$30,713.12
OPS	009	5	\$ 15.14	\$2,623.42	\$31,481.06
OPS	009	6	\$ 15.51	\$2,689.03	\$32,268.38
OPS	009	7	\$ 15.90	\$2,756.26	\$33,075.08
OPS	009	8	\$ 16.30	\$2,825.19	\$33,902.26
OPS	009	9	\$ 16.71	\$2,895.83	\$34,749.91
OPS	009	10	\$ 17.12	\$2,968.26	\$35,619.08
OPS	009	11	\$ 17.55	\$3,042.48	\$36,509.79
OPS	009	12	\$ 17.99	\$3,118.51	\$37,422.06
OPS	009	13	\$ 18.44	\$3,196.50	\$38,358.02
OPS	009	14	\$ 18.90	\$3,276.38	\$39,316.59
OPS	009	15	\$ 19.37	\$3,358.33	\$40,299.93
OPS	009	16	\$ 19.86	\$3,442.25	\$41,306.98
OPS	009	17	\$ 20.36	\$3,528.32	\$42,339.86
OPS	009	18	\$ 20.86	\$3,616.55	\$43,398.60
OPS	009	19	\$ 21.39	\$3,706.93	\$44,483.19
OPS	009	20	\$ 21.92	\$3,799.65	\$45,595.78
OPS	010	1	\$ 14.85	\$2,573.88	\$30,886.53
OPS	010	2	\$ 15.22	\$2,638.23	\$31,658.77
OPS	010	3	\$ 15.60	\$2,704.20	\$32,450.40
OPS	010	4	\$ 15.99	\$2,771.79	\$33,261.42
OPS	010	5	\$ 16.39	\$2,841.08	\$34,092.90
OPS	010	6	\$ 16.80	\$2,912.07	\$34,944.85
OPS	010	7	\$ 17.22	\$2,984.86	\$35,818.34
OPS	010	8	\$ 17.65	\$3,059.45	\$36,713.35
OPS	010	9	\$ 18.09	\$3,135.92	\$37,631.00
OPS	010	10	\$ 18.54	\$3,214.27	\$38,571.27
OPS	010	11	\$ 19.01	\$3,294.60	\$39,535.22
OPS	010	12	\$ 19.48	\$3,377.00	\$40,523.97
OPS	010	13	\$ 19.97	\$3,461.45	\$41,537.45
OPS	010	14	\$ 20.47	\$3,547.98	\$42,575.74
OPS	010	15	\$ 20.98	\$3,636.65	\$43,639.85
OPS	010	16	\$ 21.51	\$3,727.58	\$44,730.91
OPS	010	17	\$ 22.04	\$3,820.74	\$45,848.89
OPS	010	18	\$ 22.59	\$3,916.24	\$46,994.87
OPS	010	19	\$ 23.16	\$4,014.16	\$48,169.93
OPS	010	20	\$ 23.74	\$4,114.51	\$49,374.07



# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	011	1	\$ 16.10	\$2,790.10	\$33,481.14
OPS	011	2	\$ 16.50	\$2,859.83	\$34,318.00
OPS	011	3	\$ 16.91	\$2,931.37	\$35,176.42
OPS	011	4	\$ 17.33	\$3,004.70	\$36,056.36
OPS	011	5	\$ 17.77	\$3,079.82	\$36,957.85
OPS	011	6	\$ 18.21	\$3,156.83	\$37,881.96
OPS	011	7	\$ 18.67	\$3,235.72	\$38,828.68
OPS	011	8	\$ 19.13	\$3,316.59	\$39,799.10
OPS	011	9	\$ 19.61	\$3,399.52	\$40,794.29
OPS	011	10	\$ 20.10	\$3,484.52	\$41,814.26
OPS	011	11	\$ 20.61	\$3,571.67	\$42,860.08
OPS	011	12	\$ 21.12	\$3,660.98	\$43,931.74
OPS	011	13	\$ 21.65	\$3,752.53	\$45,030.33
OPS	011	14	\$ 22.19	\$3,846.32	\$46,155.85
OPS	011	15	\$ 22.74	\$3,942.45	\$47,309.36
OPS	011	16	\$ 23.31	\$4,041.00	\$48,491.97
OPS	011	17	\$ 23.90	\$4,142.06	\$49,704.72
OPS	011	18	\$ 24.49	\$4,245.64	\$50,947.63
OPS	011	19	\$ 25.11	\$4,351.82	\$52,221.79
OPS	011	20	\$ 25.73	\$4,460.60	\$53,527.16
OPS	012	1	\$ 17.46	\$3,027.23	\$36,326.70
OPS	012	2	\$ 17.90	\$3,102.89	\$37,234.65
OPS	012	3	\$ 18.35	\$3,180.44	\$38,165.22
OPS	012	4	\$ 18.81	\$3,259.96	\$39,119.49
OPS	012	5	\$ 19.28	\$3,341.45	\$40,097.45
OPS	012	6	\$ 19.76	\$3,425.02	\$41,100.18
OPS	012	7	\$ 20.25	\$3,510.64	\$42,127.69
OPS	012	8	\$ 20.76	\$3,598.42	\$43,181.03
OPS	012	9	\$ 21.28	\$3,688.35	\$44,260.24
OPS	012	10	\$ 21.81	\$3,780.53	\$45,366.37
OPS	012	11	\$ 22.36	\$3,875.04	\$46,500.50
OPS	012	12	\$ 22.91	\$3,971.89	\$47,662.63
OPS	012	13	\$ 23.49	\$4,071.16	\$48,853.86
OPS	012	14	\$ 24.07	\$4,172.94	\$50,075.23
OPS	012	15	\$ 24.68	\$4,277.23	\$51,326.75
OPS	012	16	\$ 25.29	\$4,384.13	\$52,609.52
OPS	012	17	\$ 25.93	\$4,493.72	\$53,924.61
OPS	012	18	\$ 26.57	\$4,606.09	\$55,273.06
OPS	012	19	\$ 27.24	\$4,721.24	\$56,654.91
OPS	012	20	\$ 27.92	\$4,839.27	\$58,071.24

# OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	013	1	\$ 18.97	\$3,287.51	\$39,450.14
OPS	013	2	\$ 19.44	\$3,369.73	\$40,436.72
OPS	013	3	\$ 19.93	\$3,454.01	\$41,448.06
OPS	013	4	\$ 20.43	\$3,540.35	\$42,484.20
OPS	013	5	\$ 20.94	\$3,628.85	\$43,546.16
OPS	013	6	\$ 21.46	\$3,719.59	\$44,635.05
OPS	013	7	\$ 22.00	\$3,812.57	\$45,750.88
OPS	013	8	\$ 22.55	\$3,907.89	\$46,894.70
OPS	013	9	\$ 23.11	\$4,005.63	\$48,067.61
OPS	013	10	\$ 23.69	\$4,105.80	\$49,269.59
OPS	013	11	\$ 24.28	\$4,208.48	\$50,501.74
OPS	013	12	\$ 24.89	\$4,313.67	\$51,764.04
OPS	013	13	\$ 25.51	\$4,421.55	\$53,058.65
OPS	013	14	\$ 26.15	\$4,532.13	\$54,385.58
OPS	013	15	\$ 26.80	\$4,645.40	\$55,744.82
OPS	013	16	\$ 27.47	\$4,761.54	\$57,138.51
OPS	013	17	\$ 28.16	\$4,880.56	\$58,566.68
OPS	013	18	\$ 28.86	\$5,002.53	\$60,030.39
OPS	013	19	\$ 29.58	\$5,127.56	\$61,530.71
OPS	013	20	\$ 30.32	\$5,255.73	\$63,068.75
OPS	014	1	\$ 20.62	\$3,573.56	\$42,882.69
OPS	014	2	\$ 21.13	\$3,662.86	\$43,954.35
OPS	014	3	\$ 21.66	\$3,754.41	\$45,052.95
OPS	014	4	\$ 22.20	\$3,848.30	\$46,179.54
OPS	014	5	\$ 22.76	\$3,944.51	\$47,334.14
OPS	014	6	\$ 23.33	\$4,043.15	\$48,517.82
OPS	014	7	\$ 23.91	\$4,144.21	\$49,730.56
OPS	014	8	\$ 24.51	\$4,247.79	\$50,973.48
OPS	014	9	\$ 25.12	\$4,353.97	\$52,247.63
OPS	014	10	\$ 25.75	\$4,462.84	\$53,554.09
OPS	014	11	\$ 26.39	\$4,574.41	\$54,892.86
OPS	014	12	\$ 27.05	\$4,688.75	\$56,265.02
OPS	014	13	\$ 27.73	\$4,805.97	\$57,671.66
OPS	014	14	\$ 28.42	\$4,926.15	\$59,113.81
OPS	014	15	\$ 29.13	\$5,049.29	\$60,591.53
OPS	014	16	\$ 29.86	\$5,175.49	\$62,105.86
OPS	014	17	\$ 30.61	\$5,304.91	\$63,658.96
OPS	014	18	\$ 31.37	\$5,437.57	\$65,250.85
OPS	014	19	\$ 32.16	\$5,573.55	\$66,882.57
OPS	014	20	\$ 32.96	\$5,712.85	\$68,554.15

## OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
OPS	015	1	\$ 22.43	\$3,887.97	\$46,655.59
OPS	015	2	\$ 22.99	\$3,985.17	\$47,822.05
OPS	015	3	\$ 23.57	\$4,084.80	\$49,017.56
OPS	015	4	\$ 24.16	\$4,186.94	\$50,243.25
OPS	015	5	\$ 24.76	\$4,291.59	\$51,499.08
OPS	015	6	\$ 25.38	\$4,398.85	\$52,786.15
OPS	015	7	\$ 26.01	\$4,508.80	\$54,105.54
OPS	015	8	\$ 26.66	\$4,621.53	\$55,458.32
OPS	015	9	\$ 27.33	\$4,737.04	\$56,844.48
OPS	015	10	\$ 28.01	\$4,855.43	\$58,265.11
OPS	015	11	\$ 28.71	\$4,976.77	\$59,721.28
OPS	015	12	\$ 29.43	\$5,101.17	\$61,214.06
OPS	015	13	\$ 30.17	\$5,228.71	\$62,744.56
OPS	015	14	\$ 30.92	\$5,359.39	\$64,312.73
OPS	015	15	\$ 31.69	\$5,493.40	\$65,920.77
OPS	015	16	\$ 32.48	\$5,630.72	\$67,568.65
OPS	015	17	\$ 33.30	\$5,771.46	\$69,257.46
OPS	015	18	\$ 34.13	\$5,915.78	\$70,989.35
OPS	015	19	\$ 34.98	\$6,063.70	\$72,764.34
OPS	015	20	\$ 35.86	\$6,215.29	\$74,583.47

# MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100153	Accountant III	MAP	006	\$ 36,592.73	\$ 58,498.82
100154	Accountant IV	MAP	009	\$ 44,051.29	\$ 70,424.98
100186	Accounting Manager	MAP	012	\$ 53,393.62	\$ 85,356.11
800515	Accounting Supervisor	MAP	009	\$ 44,051.29	\$ 70,424.98
100197	Administrative Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03
500706	Administrative Assistant II	MAP	003	\$ 30,603.27	\$ 48,921.71
500001	Administrative Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
700978	Animal Services Supervisor	MAP	010	\$ 46,932.39	\$ 75,027.22
700989	Animal Services Supervisor - Animal Protection	MAP	010	\$ 46,932.39	\$ 75,027.22
900005	Architect I	MAP	007	\$ 38,897.62	\$ 62,185.57
100174	Architect II	MAP	011	\$ 50,039.68	\$ 79,996.72
100175	Architect III	MAP	012	\$ 53,393.62	\$ 85,356.11
100177	Archivist	MAP	006	\$ 36,592.73	\$ 58,498.82
100415	Assistant City Auditor I	MAP	004	\$ 32,456.87	\$ 51,887.90
100416	Assistant City Auditor II	MAP	007	\$ 38,897.62	\$ 62,185.57
000088	Assistant City Engineer	MAP	014	\$ 60,926.50	\$ 97,400.75
000034	Assistant City Surveyor	MAP	011	\$ 50,039.68	\$ 79,996.72
000804	Assistant Facilities Maintenance Manager	MAP	012	\$ 53,393.62	\$ 85,356.11
000020	Assistant Fleet Maintenance Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000027	Assistant Streets Engineer	MAP	011	\$ 50,039.68	\$ 79,996.72
000023	Assistant Superintendent of Cemeteries	MAP	011	\$ 50,039.68	\$ 79,996.72
000024	Assistant Superintendent of Parks/Forestry	MAP	011	\$ 50,039.68	\$ 79,996.72
000029	Assistant Superintendent of Utility Division	MAP	012	\$ 53,393.62	\$ 85,356.11
000026	Assistant Superintendent of Waste Management	MAP	012	\$ 53,393.62	\$ 85,356.11
100200	Auditor I	MAP	007	\$ 38,897.62	\$ 62,185.57
100201	Auditor II	MAP	009	\$ 44,051.29	\$ 70,424.98
100202	Auditor Supervisor	MAP	010	\$ 46,932.39	\$ 75,027.22
600813	Automotive Maintenance Operations Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
600815	Automotive Parts Operations Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100159	Box Office Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100205	Box Office Supervisor	MAP	003	\$ 30,603.27	\$ 48,921.71
100323	Business Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100169	Cash & Investments Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03



# MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100278	Chief Deputy City Clerk	MAP	010	\$ 46,932.39	\$ 75,027.22
100222	Chief Deputy I COR	MAP	009	\$ 44,051.29	\$ 70,424.98
100223	Chief Deputy II COR	MAP	012	\$ 53,393.62	\$ 85,356.11
200421	Chief Deputy Real Estate Assessor	MAP	012	\$ 53,393.62	\$ 85,356.11
800702	Chief of Construction Inspections	MAP	012	\$ 53,393.62	\$ 85,356.11
800701	Chief of Construction Operations	MAP	012	\$ 53,393.62	\$ 85,356.11
600830	Chief Operating Engineer HVAC	MAP	010	\$ 46,932.39	\$ 75,027.22
100234	Chief Training Officer-CES	MAP	007	\$ 38,897.62	\$ 62,185.57
100242	Child Facility Administrator I	MAP	007	\$ 38,897.62	\$ 62,185.57
100243	Child Facility Administrator II	MAP	009	\$ 44,051.29	\$ 70,424.98
700910	City Forester	MAP	010	\$ 46,932.39	\$ 75,027.22
100311	City Historian	MAP	007	\$ 38,897.62	\$ 62,185.57
100248	City Planner I	MAP	006	\$ 36,592.73	\$ 58,498.82
100249	City Planner II	MAP	008	\$ 41,379.13	\$ 66,148.03
100254	City Planner III	MAP	010	\$ 46,932.39	\$ 75,027.22
100379	City Safety Officer	MAP	009	\$ 44,051.29	\$ 70,424.98
100162	City Wellness Coordinator	MAP	008	\$ 41,379.13	\$ 66,148.03
100255	Civil Engineer I	MAP	007	\$ 38,897.62	\$ 62,185.57
100256	Civil Engineer II	MAP	010	\$ 46,932.39	\$ 75,027.22
100257	Civil Engineer III	MAP	011	\$ 50,039.68	\$ 79,996.72
100258	Civil Engineer IV	MAP	012	\$ 53,393.62	\$ 85,356.11
100259	Civil Engineer V	MAP	013	\$ 57,014.65	\$ 91,145.25
200428	Claims Adjuster II	MAP	008	\$ 41,379.13	\$ 66,148.03
200485	Codes Enforcement Team Leader	MAP	008	\$ 41,379.13	\$ 66,148.03
800046	Codes Records & Research Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
100262	Collection Coordinator	MAP	005	\$ 34,449.40	\$ 55,073.81
000116	Community Assessment Team Coordinator	MAP	006	\$ 36,592.73	\$ 58,498.82
200463	Construction Inspector III	MAP	007	\$ 38,897.62	\$ 62,185.57
000805	Contract Administrator	MAP	010	\$ 46,932.39	\$ 75,027.22
100370	Contract Monitoring Specialist	MAP	005	\$ 34,449.40	\$ 55,073.81
100272	Curator	MAP	007	\$ 38,897.62	\$ 62,185.57
100417	Deputy City Auditor	MAP	010	\$ 46,932.39	\$ 75,027.22
100425	Deputy City Clerk/Administrative Analyst I	MAP	010	\$ 46,932.39	\$ 75,027.22
100420	Deputy City Clerk/Executive Assistant I	MAP	005	\$ 34,449.40	\$ 55,073.81

# MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
000055	Deputy City Clerk/Media Relations Manager	MAP	014	\$ 60,926.50	\$ 97,400.75
000092	Deputy Code Official	MAP	011	\$ 50,039.68	\$ 79,996.72
000058	Deputy Emergency Services Coordinator	MAP	012	\$ 53,393.62	\$ 85,356.11
100203	Deputy Registrar/Elections Administrator	MAP	006	\$ 36,592.73	\$ 58,498.82
800049	Detention Center Assistant Superintendent	MAP	009	\$ 44,051.29	\$ 70,424.98
100244	Detention Center Superintendent	MAP	011	\$ 50,039.68	\$ 79,996.72
800048	Detention Center Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100295	Disability Case Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100449	Economic Forecast Specialist	MAP	010	\$ 46,932.39	\$ 75,027.22
100245	Education Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
200540	Eligibility Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100315	Employee Benefits Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100266	Energy Conservation Coordinator	MAP	010	\$ 46,932.39	\$ 75,027.22
100297	Enterprise Controller	MAP	012	\$ 53,393.62	\$ 85,356.11
100299	Environmental Engineer	MAP	009	\$ 44,051.29	\$ 70,424.98
800402	Event Coordinator	MAP	007	\$ 38,897.62	\$ 62,185.57
000082	Event Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
800521	Facilities Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
000047	Financial Operations Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000090	Fiscal Manager I	MAP	008	\$ 41,379.13	\$ 66,148.03
800504	Fiscal Manager II	MAP	010	\$ 46,932.39	\$ 75,027.22
100371	Fiscal Monitoring Spec I	MAP	006	\$ 36,592.73	\$ 58,498.82
100372	Fiscal Monitoring Spec II	MAP	008	\$ 41,379.13	\$ 66,148.03
600819	Fleet Coordinator	MAP	006	\$ 36,592.73	\$ 58,498.82
700930	Forestry Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
200542	Fraud Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
700988	General Utility Maintenance Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
100423	GIS Technician II	MAP	006	\$ 36,592.73	\$ 58,498.82
200419	Grant & Development Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
100451	Grants Management Administrator	MAP	009	\$ 44,051.29	\$ 70,424.98
100450	Grants Management Assistant	MAP	007	\$ 38,897.62	\$ 62,185.57
100164	Health & Fitness Facilitator	MAP	004	\$ 32,456.87	\$ 51,887.90
700937	Horticulturist	MAP	007	\$ 38,897.62	\$ 62,185.57

# MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800349	Human Resources Generalist	MAP	007	\$ 38,897.62	\$ 62,185.57
100307	Human Resources Team Leader	MAP	010	\$ 46,932.39	\$ 75,027.22
100309	Human Services Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
100385	Information Management Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
100318	Legal Administrator	MAP	011	\$ 50,039.68	\$ 79,996.72
400655	Legal Executive Coordinator	MAP	009	\$ 44,051.29	\$ 70,424.98
100320	Librarian I	MAP	005	\$ 34,449.40	\$ 55,073.81
100321	Librarian II	MAP	008	\$ 41,379.13	\$ 66,148.03
100322	Librarian III	MAP	009	\$ 44,051.29	\$ 70,424.98
600846	Maintenance Shop Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
700946	Maintenance Supervisor I	MAP	005	\$ 34,449.40	\$ 55,073.81
700947	Maintenance Supervisor II	MAP	007	\$ 38,897.62	\$ 62,185.57
100171	Management Analyst I	MAP	006	\$ 36,592.73	\$ 58,498.82
100172	Management Analyst II	MAP	008	\$ 41,379.13	\$ 66,148.03
100173	Management Analyst III	MAP	009	\$ 44,051.29	\$ 70,424.98
800047	Manager of Legislative Research & Administration	MAP	009	\$ 44,051.29	\$ 70,424.98
700955	Manager of Operations & Engineering	MAP	010	\$ 46,932.39	\$ 75,027.22
100247	Manager of Visitor Marketing	MAP	010	\$ 46,932.39	\$ 75,027.22
100265	Manager of Visitor Services	MAP	007	\$ 38,897.62	\$ 62,185.57
800518	Maritime Operations Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
600849	Materials Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100343	Media & Promotions Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100251	Municipal Debt Administrator	MAP	012	\$ 53,393.62	\$ 85,356.11
000297	Neighborhood Services Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
500755	Office Manager	MAP	003	\$ 30,603.27	\$ 48,921.71
000113	Operations Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
800537	Organizational Development Specialist	MAP	008	\$ 41,379.13	\$ 66,148.03
000107	Parking Administrator	MAP	009	\$ 44,051.29	\$ 70,424.98
100340	Parking Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100387	Parking Supervisor	MAP	002	\$ 28,876.75	\$ 46,162.31
100155	Payroll Accountant	MAP	006	\$ 36,592.73	\$ 58,498.82
800042	Payroll Specialist	MAP	006	\$ 36,592.73	\$ 58,498.82
100157	Payroll Team Leader	MAP	009	\$ 44,051.29	\$ 70,424.98
800347	Personnel Specialist	MAP	005	\$ 34,449.40	\$ 55,073.81
100170	Police Program Policy Specialist	MAP	006	\$ 36,592.73	\$ 58,498.82

# MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100305	Police Records & Identification Section Supervisor	MAP	007	\$ 38,897.62	\$ 62,185.57
100317	Police Training and Development Manager	MAP	007	\$ 38,897.62	\$ 62,185.57
100351	Program Administrator	MAP	008	\$ 41,379.13	\$ 66,148.03
800523	Program Supervisor	MAP	008	\$ 41,379.13	\$ 66,148.03
800570	Programs Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000063	Property Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100268	Project Coordinator	MAP	008	\$ 41,379.13	\$ 66,148.03
100375	Public Information Specialist I	MAP	004	\$ 32,456.87	\$ 51,887.90
100376	Public Information Specialist II	MAP	006	\$ 36,592.73	\$ 58,498.82
100410	Public Relations Specialist	MAP	007	\$ 38,897.62	\$ 62,185.57
100269	Public Services Coordinator I	MAP	006	\$ 36,592.73	\$ 58,498.82
100453	Quality & Finance Analyst	MAP	008	\$ 41,379.13	\$ 66,148.03
100176	Real Estate Analyst	MAP	006	\$ 36,592.73	\$ 58,498.82
200434	Real Estate Appraisal Team Leader	MAP	009	\$ 44,051.29	\$ 70,424.98
800517	Real Estate Coordinator	MAP	007	\$ 38,897.62	\$ 62,185.57
100341	Records Administrator	MAP	008	\$ 41,379.13	\$ 66,148.03
100355	Recreation Supervisor	MAP	005	\$ 34,449.40	\$ 55,073.81
800522	Recycling Coordinator	MAP	010	\$ 46,932.39	\$ 75,027.22
100358	Registered Nurse	MAP	005	\$ 34,449.40	\$ 55,073.81
100360	Reservoir Manager	MAP	005	\$ 34,449.40	\$ 55,073.81
900004	Right of Way Permit Supervisor	MAP	009	\$ 44,051.29	\$ 70,424.98
800514	Right of Way Program Manager	MAP	010	\$ 46,932.39	\$ 75,027.22
000112	Risk Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
100217	Sales Representative	MAP	006	\$ 36,592.73	\$ 58,498.82
600877	Security Manager	MAP	008	\$ 41,379.13	\$ 66,148.03
100253	Senior Exhibits Manager/Designer	MAP	008	\$ 41,379.13	\$ 66,148.03
800550	Senior Network Analyst	MAP	009	\$ 44,051.29	\$ 70,424.98
100452	Senior Quality & Finance Analyst	MAP	009	\$ 44,051.29	\$ 70,424.98
100356	Senior Recreation Supervisor I	MAP	006	\$ 36,592.73	\$ 58,498.82
100357	Senior Recreation Supervisor II	MAP	008	\$ 41,379.13	\$ 66,148.03
100392	Senior Traffic Engineer	MAP	010	\$ 46,932.39	\$ 75,027.22
100391	Senior Transportation Engineer	MAP	010	\$ 46,932.39	\$ 75,027.22
100398	Senior Water Chemist	MAP	007	\$ 38,897.62	\$ 62,185.57
100364	Social Work Supervisor I	MAP	009	\$ 44,051.29	\$ 70,424.98
200404	Social Worker III	MAP	007	\$ 38,897.62	\$ 62,185.57
800401	Stage Production Manager	MAP	007	\$ 38,897.62	\$ 62,185.57



## MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800513	Storm Water Assistant Superintendent	MAP	009	\$ 44,051.29	\$ 70,424.98
000031	Storm Water Operations Manager	MAP	011	\$ 50,039.68	\$ 79,996.72
000136	Superintendent of Traffic Operations	MAP	011	\$ 50,039.68	\$ 79,996.72
600890	Supervising Operations Engineer, HVAC	MAP	007	\$ 38,897.62	\$ 62,185.57
100346	Systems Manager	MAP	009	\$ 44,051.29	\$ 70,424.98
100389	Traffic Engineering Assistant	MAP	009	\$ 44,051.29	\$ 70,424.98
700980	Traffic Maintenance Supervisor	MAP	006	\$ 36,592.73	\$ 58,498.82
600842	Traffic Signal Technician V	MAP	007	\$ 38,897.62	\$ 62,185.57
100394	Utility Planner	MAP	006	\$ 36,592.73	\$ 58,498.82
100246	Visitor Services Specialist	MAP	004	\$ 32,456.87	\$ 51,887.90
800500	Wage & Salary Team Leader	MAP	006	\$ 36,592.73	\$ 58,498.82
100397	Water Chemist	MAP	005	\$ 34,449.40	\$ 55,073.81
200543	Water Treatment Supervisor	MAP	011	\$ 50,039.68	\$ 79,996.72
800519	Webmaster	MAP	006	\$ 36,592.73	\$ 58,498.82
100386	Youth Development Manager	MAP	010	\$ 46,932.39	\$ 75,027.22

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	001	1	\$ 13.11	\$ 2,272.30	\$ 27,267.64
MAP	001	2	\$ 13.44	\$ 2,329.12	\$ 27,949.42
MAP	001	3	\$ 13.77	\$ 2,387.37	\$ 28,648.42
MAP	001	4	\$ 14.12	\$ 2,447.06	\$ 29,364.66
MAP	001	5	\$ 14.47	\$ 2,508.27	\$ 30,099.21
MAP	001	6	\$ 14.83	\$ 2,571.01	\$ 30,852.06
MAP	001	7	\$ 15.20	\$ 2,635.27	\$ 31,623.23
MAP	001	8	\$ 15.58	\$ 2,701.15	\$ 32,413.78
MAP	001	9	\$ 15.97	\$ 2,768.64	\$ 33,223.73
MAP	001	10	\$ 16.37	\$ 2,837.84	\$ 34,054.13
MAP	001	11	\$ 16.78	\$ 2,908.75	\$ 34,904.99
MAP	001	12	\$ 17.20	\$ 2,981.45	\$ 35,777.41
MAP	001	13	\$ 17.63	\$ 3,055.95	\$ 36,671.35
MAP	001	14	\$ 18.07	\$ 3,132.33	\$ 37,587.93
MAP	001	15	\$ 18.52	\$ 3,210.59	\$ 38,527.11
MAP	001	16	\$ 18.99	\$ 3,290.83	\$ 39,489.99
MAP	001	17	\$ 19.46	\$ 3,373.14	\$ 40,477.64
MAP	001	18	\$ 19.95	\$ 3,457.51	\$ 41,490.06
MAP	001	19	\$ 20.45	\$ 3,543.94	\$ 42,527.26
MAP	001	20	\$ 20.96	\$ 3,632.53	\$ 43,590.31
MAP	002	1	\$ 13.88	\$ 2,406.40	\$ 28,876.75
MAP	002	2	\$ 14.23	\$ 2,466.53	\$ 29,598.37
MAP	002	3	\$ 14.59	\$ 2,528.19	\$ 30,338.31
MAP	002	4	\$ 14.95	\$ 2,591.38	\$ 31,096.54
MAP	002	5	\$ 15.32	\$ 2,656.18	\$ 31,874.19
MAP	002	6	\$ 15.71	\$ 2,722.60	\$ 32,671.20
MAP	002	7	\$ 16.10	\$ 2,790.63	\$ 33,487.60
MAP	002	8	\$ 16.50	\$ 2,860.37	\$ 34,324.47
MAP	002	9	\$ 16.91	\$ 2,931.91	\$ 35,182.87
MAP	002	10	\$ 17.34	\$ 3,005.24	\$ 36,062.82
MAP	002	11	\$ 17.77	\$ 3,080.36	\$ 36,964.31
MAP	002	12	\$ 18.22	\$ 3,157.37	\$ 37,888.42
MAP	002	13	\$ 18.67	\$ 3,236.26	\$ 38,835.15
MAP	002	14	\$ 19.14	\$ 3,317.13	\$ 39,805.57
MAP	002	15	\$ 19.62	\$ 3,400.06	\$ 40,800.77
MAP	002	16	\$ 20.11	\$ 3,485.06	\$ 41,820.73
MAP	002	17	\$ 20.61	\$ 3,572.21	\$ 42,866.54
MAP	002	18	\$ 21.12	\$ 3,661.52	\$ 43,938.20
MAP	002	19	\$ 21.65	\$ 3,753.07	\$ 45,036.79
MAP	002	20	\$ 22.19	\$ 3,846.86	\$ 46,162.31

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	003	1	\$ 14.71	\$ 2,550.27	\$ 30,603.27
MAP	003	2	\$ 15.08	\$ 2,614.00	\$ 31,367.98
MAP	003	3	\$ 15.46	\$ 2,679.34	\$ 32,152.05
MAP	003	4	\$ 15.84	\$ 2,746.30	\$ 32,955.54
MAP	003	5	\$ 16.24	\$ 2,814.96	\$ 33,779.48
MAP	003	6	\$ 16.65	\$ 2,885.32	\$ 34,623.88
MAP	003	7	\$ 17.06	\$ 2,957.49	\$ 35,489.83
MAP	003	8	\$ 17.49	\$ 3,031.44	\$ 36,377.32
MAP	003	9	\$ 17.93	\$ 3,107.20	\$ 37,286.35
MAP	003	10	\$ 18.37	\$ 3,184.83	\$ 38,218.00
MAP	003	11	\$ 18.83	\$ 3,264.45	\$ 39,173.34
MAP	003	12	\$ 19.30	\$ 3,346.03	\$ 40,152.39
MAP	003	13	\$ 19.79	\$ 3,429.68	\$ 41,156.19
MAP	003	14	\$ 20.28	\$ 3,515.40	\$ 42,184.77
MAP	003	15	\$ 20.79	\$ 3,603.27	\$ 43,239.20
MAP	003	16	\$ 21.31	\$ 3,693.38	\$ 44,320.55
MAP	003	17	\$ 21.84	\$ 3,785.74	\$ 45,428.84
MAP	003	18	\$ 22.39	\$ 3,880.34	\$ 46,564.05
MAP	003	19	\$ 22.95	\$ 3,977.36	\$ 47,728.33
MAP	003	20	\$ 23.52	\$ 4,076.81	\$ 48,921.71
MAP	004	1	\$ 15.60	\$ 2,704.74	\$ 32,456.87
MAP	004	2	\$ 15.99	\$ 2,772.32	\$ 33,267.88
MAP	004	3	\$ 16.39	\$ 2,841.61	\$ 34,099.36
MAP	004	4	\$ 16.80	\$ 2,912.70	\$ 34,952.38
MAP	004	5	\$ 17.22	\$ 2,985.49	\$ 35,825.87
MAP	004	6	\$ 17.65	\$ 3,060.17	\$ 36,721.98
MAP	004	7	\$ 18.10	\$ 3,136.64	\$ 37,639.62
MAP	004	8	\$ 18.55	\$ 3,215.08	\$ 38,580.96
MAP	004	9	\$ 19.01	\$ 3,295.50	\$ 39,546.00
MAP	004	10	\$ 19.49	\$ 3,377.89	\$ 40,534.73
MAP	004	11	\$ 19.98	\$ 3,462.35	\$ 41,548.23
MAP	004	12	\$ 20.47	\$ 3,548.88	\$ 42,586.51
MAP	004	13	\$ 20.99	\$ 3,637.64	\$ 43,651.71
MAP	004	14	\$ 21.51	\$ 3,728.56	\$ 44,742.75
MAP	004	15	\$ 22.05	\$ 3,821.82	\$ 45,861.81
MAP	004	16	\$ 22.60	\$ 3,917.41	\$ 47,008.87
MAP	004	17	\$ 23.17	\$ 4,015.33	\$ 48,183.93
MAP	004	18	\$ 23.74	\$ 4,115.67	\$ 49,388.07
MAP	004	19	\$ 24.34	\$ 4,218.53	\$ 50,622.37
MAP	004	20	\$ 24.95	\$ 4,323.99	\$ 51,887.90

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	005	1	\$ 16.56	\$ 2,870.78	\$ 34,449.40
MAP	005	2	\$ 16.98	\$ 2,942.59	\$ 35,311.05
MAP	005	3	\$ 17.40	\$ 3,016.19	\$ 36,194.23
MAP	005	4	\$ 17.84	\$ 3,091.58	\$ 37,098.95
MAP	005	5	\$ 18.28	\$ 3,168.86	\$ 38,026.28
MAP	005	6	\$ 18.74	\$ 3,248.11	\$ 38,977.32
MAP	005	7	\$ 19.21	\$ 3,329.34	\$ 39,952.04
MAP	005	8	\$ 19.69	\$ 3,412.54	\$ 40,950.47
MAP	005	9	\$ 20.18	\$ 3,497.90	\$ 41,974.75
MAP	005	10	\$ 20.68	\$ 3,585.32	\$ 43,023.79
MAP	005	11	\$ 21.20	\$ 3,674.98	\$ 44,099.76
MAP	005	12	\$ 21.73	\$ 3,766.89	\$ 45,202.66
MAP	005	13	\$ 22.28	\$ 3,861.04	\$ 46,332.49
MAP	005	14	\$ 22.83	\$ 3,957.53	\$ 47,490.32
MAP	005	15	\$ 23.40	\$ 4,056.44	\$ 48,677.22
MAP	005	16	\$ 23.99	\$ 4,157.86	\$ 49,894.28
MAP	005	17	\$ 24.59	\$ 4,261.79	\$ 51,141.51
MAP	005	18	\$ 25.20	\$ 4,368.33	\$ 52,419.96
MAP	005	19	\$ 25.83	\$ 4,477.56	\$ 53,730.73
MAP	005	20	\$ 26.48	\$ 4,589.48	\$ 55,073.81
MAP	006	1	\$ 17.59	\$ 3,049.39	\$ 36,592.73
MAP	006	2	\$ 18.03	\$ 3,125.60	\$ 37,507.14
MAP	006	3	\$ 18.48	\$ 3,203.77	\$ 38,445.26
MAP	006	4	\$ 18.95	\$ 3,283.83	\$ 39,405.98
MAP	006	5	\$ 19.42	\$ 3,365.96	\$ 40,391.49
MAP	006	6	\$ 19.90	\$ 3,450.15	\$ 41,401.76
MAP	006	7	\$ 20.40	\$ 3,536.40	\$ 42,436.80
MAP	006	8	\$ 20.91	\$ 3,624.81	\$ 43,497.68
MAP	006	9	\$ 21.44	\$ 3,715.46	\$ 44,585.51
MAP	006	10	\$ 21.97	\$ 3,808.35	\$ 45,700.25
MAP	006	11	\$ 22.52	\$ 3,903.58	\$ 46,843.00
MAP	006	12	\$ 23.08	\$ 4,001.15	\$ 48,013.76
MAP	006	13	\$ 23.66	\$ 4,101.13	\$ 49,213.59
MAP	006	14	\$ 24.25	\$ 4,203.63	\$ 50,443.57
MAP	006	15	\$ 24.86	\$ 4,308.73	\$ 51,704.80
MAP	006	16	\$ 25.48	\$ 4,416.44	\$ 52,997.26
MAP	006	17	\$ 26.12	\$ 4,526.84	\$ 54,322.03
MAP	006	18	\$ 26.77	\$ 4,640.02	\$ 55,680.19
MAP	006	19	\$ 27.44	\$ 4,755.98	\$ 57,071.73
MAP	006	20	\$ 28.12	\$ 4,874.90	\$ 58,498.82



# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	007	1	\$ 18.70	\$ 3,241.47	\$ 38,897.62
MAP	007	2	\$ 19.17	\$ 3,322.52	\$ 39,870.19
MAP	007	3	\$ 19.65	\$ 3,405.54	\$ 40,866.46
MAP	007	4	\$ 20.14	\$ 3,490.71	\$ 41,888.57
MAP	007	5	\$ 20.64	\$ 3,577.96	\$ 42,935.47
MAP	007	6	\$ 21.16	\$ 3,667.44	\$ 44,009.28
MAP	007	7	\$ 21.69	\$ 3,759.17	\$ 45,110.03
MAP	007	8	\$ 22.23	\$ 3,853.14	\$ 46,237.71
MAP	007	9	\$ 22.79	\$ 3,949.45	\$ 47,393.37
MAP	007	10	\$ 23.35	\$ 4,048.18	\$ 48,578.12
MAP	007	11	\$ 23.94	\$ 4,149.42	\$ 49,793.04
MAP	007	12	\$ 24.54	\$ 4,253.18	\$ 51,038.11
MAP	007	13	\$ 25.15	\$ 4,359.53	\$ 52,314.41
MAP	007	14	\$ 25.78	\$ 4,468.50	\$ 53,621.94
MAP	007	15	\$ 26.42	\$ 4,580.24	\$ 54,962.88
MAP	007	16	\$ 27.09	\$ 4,694.77	\$ 56,337.19
MAP	007	17	\$ 27.76	\$ 4,812.16	\$ 57,745.97
MAP	007	18	\$ 28.46	\$ 4,932.43	\$ 59,189.21
MAP	007	19	\$ 29.17	\$ 5,055.76	\$ 60,669.08
MAP	007	20	\$ 29.90	\$ 5,182.13	\$ 62,185.57
MAP	008	1	\$ 19.89	\$ 3,448.26	\$ 41,379.13
MAP	008	2	\$ 20.39	\$ 3,534.43	\$ 42,413.10
MAP	008	3	\$ 20.90	\$ 3,622.74	\$ 43,472.92
MAP	008	4	\$ 21.42	\$ 3,713.31	\$ 44,559.67
MAP	008	5	\$ 21.96	\$ 3,806.11	\$ 45,673.33
MAP	008	6	\$ 22.51	\$ 3,901.25	\$ 46,815.00
MAP	008	7	\$ 23.07	\$ 3,998.81	\$ 47,985.75
MAP	008	8	\$ 23.65	\$ 4,098.80	\$ 49,185.59
MAP	008	9	\$ 24.24	\$ 4,201.30	\$ 50,415.58
MAP	008	10	\$ 24.84	\$ 4,306.31	\$ 51,675.72
MAP	008	11	\$ 25.46	\$ 4,413.93	\$ 52,967.11
MAP	008	12	\$ 26.10	\$ 4,524.23	\$ 54,290.80
MAP	008	13	\$ 26.75	\$ 4,637.32	\$ 55,647.88
MAP	008	14	\$ 27.42	\$ 4,753.29	\$ 57,039.43
MAP	008	15	\$ 28.11	\$ 4,872.12	\$ 58,465.43
MAP	008	16	\$ 28.81	\$ 4,993.92	\$ 59,926.99
MAP	008	17	\$ 29.53	\$ 5,118.76	\$ 61,425.17
MAP	008	18	\$ 30.27	\$ 5,246.75	\$ 62,961.04
MAP	008	19	\$ 31.03	\$ 5,377.88	\$ 64,534.60
MAP	008	20	\$ 31.80	\$ 5,512.34	\$ 66,148.03

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	009	1	\$ 21.18	\$ 3,670.94	\$ 44,051.29
MAP	009	2	\$ 21.71	\$ 3,762.76	\$ 45,153.12
MAP	009	3	\$ 22.25	\$ 3,856.82	\$ 46,281.86
MAP	009	4	\$ 22.81	\$ 3,953.22	\$ 47,438.61
MAP	009	5	\$ 23.38	\$ 4,052.04	\$ 48,624.45
MAP	009	6	\$ 23.96	\$ 4,153.37	\$ 49,840.43
MAP	009	7	\$ 24.56	\$ 4,257.21	\$ 51,086.57
MAP	009	8	\$ 25.17	\$ 4,363.66	\$ 52,363.96
MAP	009	9	\$ 25.80	\$ 4,472.71	\$ 53,672.57
MAP	009	10	\$ 26.45	\$ 4,584.55	\$ 55,014.57
MAP	009	11	\$ 27.11	\$ 4,699.16	\$ 56,389.96
MAP	009	12	\$ 27.79	\$ 4,816.65	\$ 57,799.81
MAP	009	13	\$ 28.48	\$ 4,937.10	\$ 59,245.23
MAP	009	14	\$ 29.20	\$ 5,060.51	\$ 60,726.16
MAP	009	15	\$ 29.93	\$ 5,187.07	\$ 62,244.80
MAP	009	16	\$ 30.67	\$ 5,316.76	\$ 63,801.13
MAP	009	17	\$ 31.44	\$ 5,449.69	\$ 65,396.24
MAP	009	18	\$ 32.23	\$ 5,585.93	\$ 67,031.21
MAP	009	19	\$ 33.03	\$ 5,725.59	\$ 68,707.10
MAP	009	20	\$ 33.86	\$ 5,868.75	\$ 70,424.98
MAP	010	1	\$ 22.56	\$ 3,911.03	\$ 46,932.39
MAP	010	2	\$ 23.13	\$ 4,008.78	\$ 48,105.31
MAP	010	3	\$ 23.71	\$ 4,109.03	\$ 49,308.38
MAP	010	4	\$ 24.30	\$ 4,211.80	\$ 50,541.59
MAP	010	5	\$ 24.91	\$ 4,317.08	\$ 51,804.97
MAP	010	6	\$ 25.53	\$ 4,424.97	\$ 53,099.58
MAP	010	7	\$ 26.17	\$ 4,535.63	\$ 54,427.58
MAP	010	8	\$ 26.82	\$ 4,648.99	\$ 55,787.89
MAP	010	9	\$ 27.49	\$ 4,765.22	\$ 57,182.67
MAP	010	10	\$ 28.18	\$ 4,884.33	\$ 58,611.92
MAP	010	11	\$ 28.88	\$ 5,006.39	\$ 60,076.70
MAP	010	12	\$ 29.60	\$ 5,131.51	\$ 61,578.10
MAP	010	13	\$ 30.34	\$ 5,259.77	\$ 63,117.21
MAP	010	14	\$ 31.10	\$ 5,391.26	\$ 64,695.10
MAP	010	15	\$ 31.88	\$ 5,526.07	\$ 66,312.81
MAP	010	16	\$ 32.68	\$ 5,664.20	\$ 67,970.39
MAP	010	17	\$ 33.50	\$ 5,805.83	\$ 69,669.98
MAP	010	18	\$ 34.33	\$ 5,950.96	\$ 71,411.56
MAP	010	19	\$ 35.19	\$ 6,099.78	\$ 73,197.31
MAP	010	20	\$ 36.07	\$ 6,252.27	\$ 75,027.22

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	011	1	\$ 24.06	\$ 4,169.97	\$ 50,039.68
MAP	011	2	\$ 24.66	\$ 4,274.27	\$ 51,291.22
MAP	011	3	\$ 25.28	\$ 4,381.17	\$ 52,573.98
MAP	011	4	\$ 25.91	\$ 4,490.67	\$ 53,887.98
MAP	011	5	\$ 26.56	\$ 4,602.95	\$ 55,235.37
MAP	011	6	\$ 27.22	\$ 4,718.01	\$ 56,616.14
MAP	011	7	\$ 27.90	\$ 4,835.95	\$ 58,031.39
MAP	011	8	\$ 28.60	\$ 4,956.85	\$ 59,482.18
MAP	011	9	\$ 29.31	\$ 5,080.80	\$ 60,969.57
MAP	011	10	\$ 30.05	\$ 5,207.80	\$ 62,493.60
MAP	011	11	\$ 30.80	\$ 5,338.03	\$ 64,056.40
MAP	011	12	\$ 31.57	\$ 5,471.50	\$ 65,657.97
MAP	011	13	\$ 32.36	\$ 5,608.28	\$ 67,299.38
MAP	011	14	\$ 33.16	\$ 5,748.48	\$ 68,981.74
MAP	011	15	\$ 33.99	\$ 5,892.18	\$ 70,706.10
MAP	011	16	\$ 34.84	\$ 6,039.46	\$ 72,473.54
MAP	011	17	\$ 35.71	\$ 6,190.43	\$ 74,285.13
MAP	011	18	\$ 36.61	\$ 6,345.16	\$ 76,141.96
MAP	011	19	\$ 37.52	\$ 6,503.76	\$ 78,045.11
MAP	011	20	\$ 38.46	\$ 6,666.39	\$ 79,996.72
MAP	012	1	\$ 25.67	\$ 4,449.47	\$ 53,393.62
MAP	012	2	\$ 26.31	\$ 4,560.67	\$ 54,728.08
MAP	012	3	\$ 26.97	\$ 4,674.66	\$ 56,095.92
MAP	012	4	\$ 27.64	\$ 4,791.52	\$ 57,498.25
MAP	012	5	\$ 28.33	\$ 4,911.34	\$ 58,936.11
MAP	012	6	\$ 29.04	\$ 5,034.13	\$ 60,409.51
MAP	012	7	\$ 29.77	\$ 5,159.96	\$ 61,919.53
MAP	012	8	\$ 30.51	\$ 5,288.94	\$ 63,467.25
MAP	012	9	\$ 31.28	\$ 5,421.15	\$ 65,053.75
MAP	012	10	\$ 32.06	\$ 5,556.67	\$ 66,680.09
MAP	012	11	\$ 32.86	\$ 5,695.61	\$ 68,347.36
MAP	012	12	\$ 33.68	\$ 5,837.96	\$ 70,055.55
MAP	012	13	\$ 34.52	\$ 5,983.90	\$ 71,806.83
MAP	012	14	\$ 35.39	\$ 6,133.52	\$ 73,602.28
MAP	012	15	\$ 36.27	\$ 6,286.82	\$ 75,441.88
MAP	012	16	\$ 37.18	\$ 6,443.98	\$ 77,327.80
MAP	012	17	\$ 38.11	\$ 6,605.09	\$ 79,261.10
MAP	012	18	\$ 39.06	\$ 6,770.24	\$ 81,242.86
MAP	012	19	\$ 40.04	\$ 6,939.52	\$ 83,274.18
MAP	012	20	\$ 41.04	\$ 7,113.01	\$ 85,356.11

# MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
MAP	013	1	\$ 27.41	\$ 4,751.22	\$ 57,014.65
MAP	013	2	\$ 28.10	\$ 4,869.97	\$ 58,439.59
MAP	013	3	\$ 28.80	\$ 4,991.67	\$ 59,900.06
MAP	013	4	\$ 29.52	\$ 5,116.43	\$ 61,397.17
MAP	013	5	\$ 30.26	\$ 5,244.33	\$ 62,931.95
MAP	013	6	\$ 31.01	\$ 5,375.46	\$ 64,505.53
MAP	013	7	\$ 31.79	\$ 5,509.82	\$ 66,117.86
MAP	013	8	\$ 32.58	\$ 5,647.59	\$ 67,771.13
MAP	013	9	\$ 33.40	\$ 5,788.78	\$ 69,465.33
MAP	013	10	\$ 34.23	\$ 5,933.46	\$ 71,201.54
MAP	013	11	\$ 35.09	\$ 6,081.83	\$ 72,981.90
MAP	013	12	\$ 35.96	\$ 6,233.87	\$ 74,806.42
MAP	013	13	\$ 36.86	\$ 6,389.68	\$ 76,676.18
MAP	013	14	\$ 37.79	\$ 6,549.44	\$ 78,593.32
MAP	013	15	\$ 38.73	\$ 6,713.16	\$ 80,557.86
MAP	013	16	\$ 39.70	\$ 6,880.99	\$ 82,571.93
MAP	013	17	\$ 40.69	\$ 7,053.05	\$ 84,636.64
MAP	013	18	\$ 41.71	\$ 7,229.42	\$ 86,753.04
MAP	013	19	\$ 42.75	\$ 7,410.19	\$ 88,922.22
MAP	013	20	\$ 43.82	\$ 7,595.44	\$ 91,145.25
MAP	014	1	\$ 29.29	\$ 5,077.21	\$ 60,926.50
MAP	014	2	\$ 30.02	\$ 5,204.12	\$ 62,449.44
MAP	014	3	\$ 30.77	\$ 5,334.26	\$ 64,011.16
MAP	014	4	\$ 31.54	\$ 5,467.64	\$ 65,611.65
MAP	014	5	\$ 32.33	\$ 5,604.33	\$ 67,251.99
MAP	014	6	\$ 33.14	\$ 5,744.44	\$ 68,933.27
MAP	014	7	\$ 33.97	\$ 5,888.05	\$ 70,656.55
MAP	014	8	\$ 34.82	\$ 6,035.24	\$ 72,422.91
MAP	014	9	\$ 35.69	\$ 6,186.12	\$ 74,233.43
MAP	014	10	\$ 36.58	\$ 6,340.77	\$ 76,089.18
MAP	014	11	\$ 37.50	\$ 6,499.27	\$ 77,991.26
MAP	014	12	\$ 38.43	\$ 6,661.73	\$ 79,940.71
MAP	014	13	\$ 39.39	\$ 6,828.31	\$ 81,939.72
MAP	014	14	\$ 40.38	\$ 6,999.02	\$ 83,988.26
MAP	014	15	\$ 41.39	\$ 7,174.04	\$ 86,088.50
MAP	014	16	\$ 42.42	\$ 7,353.37	\$ 88,240.45
MAP	014	17	\$ 43.48	\$ 7,537.19	\$ 90,446.24
MAP	014	18	\$ 44.57	\$ 7,725.58	\$ 92,706.97
MAP	014	19	\$ 45.68	\$ 7,918.73	\$ 95,024.78
MAP	014	20	\$ 46.83	\$ 8,116.73	\$ 97,400.75





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Fire-Rescue Pay Plan**

# **REGULATIONS FOR THE ADMINISTRATION OF THE JULY 1, 2005 FIRE-RESCUE COMPENSATION PLAN**

## **Section 1. Administrative Adjustments**

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

## **Section 2. Alternative Placement & Training (APT) Appointments**

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

## **Section 3. Anniversary Dates**

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. Every person initially employed prior to October 1, 1974, shall have October 1, 1974 as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. Every person employed as of June 30, 2003 who transitioned from classifications specified in the July 1, 2002 General Compensation Plan to the minimum pay rate of a grade in the July 1, 2003 Fire Compensation Plan A shall have June 1, 2003 as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. The anniversary date of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

(2) In no event shall reclassification, regrade, promotion, transfer, merit pay increase or demotion alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) If any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment. The employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) If any reclassification or regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the reclassification or regrade action and the annual increment. The employee shall be credited with his or her annual increment after the recognition of his or her reclassification or regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay. Periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

#### **Section 4. Annual Increments**

(1) Effective July 1, 2005 each employee whose position is included within a classification listed in this Fire-Rescue Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the Department of Human Resources. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) "Temporary," intermittent part-time," casual part-time," and "periodic part-time" employees are not entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure on July 1, 2003, was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

## **Section 5. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, i.e., special projects, which are sufficiently alike in duties and responsibilities that they are described by the same title and are assigned to the same pay grade in this Compensation Plan.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.

**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Nonexempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual, monthly, or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection, law enforcement, or emergency medical service employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

**"Red-Circle Rate"** - A designation indicating that an employee's pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

## **Section 6. Demotions**

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager.



However, the employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

## **Section 7. Employee Recognition and Initiatives**

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

- (a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.
- (b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.
- (c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available.
- (d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.
- (e) Not more than one bonus may be authorized during the fiscal year.
- (f) The bonus shall not be included in an employee's base wages or retirement calculations.
- (g) Funds for authorized bonuses must be available in a department's personal services account.
- (h) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize one administrative pay advancement per fiscal year, in consideration of the following factors:

- (a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;
- (b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.
- (c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).

- (d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(3) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards shall be reported to the Department of Finance for tax purposes.

## **Section 8. Inclusiveness of Specified Compensation**

The rates of compensation specified in this Fire-Rescue Compensation Plan for positions within the classifications listed constitute the total monetary compensation included in this plan of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g. special project employees), with the exception of allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

## **Section 9. New Appointees**

The initial salary of every person appointed for the first time to the classifications of Firefighter Recruit, Firefighter/EMT- Enhanced, Firefighter/EMT-C, or Firefighter/EMT-P within this Fire-Rescue Compensation Plan shall be that specified as the minimum rate of the respective pay grades established for those classifications in this Fire-Rescue Compensation Plan, or in accordance with Section 12 below. The initial salary for those persons who have prior experience in work which is essentially the same as that encompassed by their applicable City position shall be at a pay rate determined by the City Manager, within such pay grade set forth in the Fire-Rescue Pay Schedule for the applicable classification.

## **Section 10. Overtime**

### **(A) General Provisions**

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, employees are assigned to the two eligibility categories in subsection (B). The job classifications assigned to each category are listed respectively in the FLSA Nonexempt Job Class Listing and the FLSA Exempt Job Class Listing. These lists are current as of

the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category for a position will not become effective until the applicable appendix is amended by ordinance.

(3) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule is standard or non-standard, must be documented before any employee will be considered to have worked overtime.

## **(B) Eligibility Categories**

1. Nonexempt employees- fire protection and emergency medical service employees who under the FLSA are required to receive monetary compensation of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

(a) Non-exempt fire protection and emergency medical service employees in this category are eligible to receive, in addition to the overtime described in the preceding sentence, compensation for hours worked beyond an employee's normal work schedule as established by his/her department until reaching the maximum number of hours in the applicable declared 7(k) work period, at the rate of the hourly equivalent of the employee's pay rate; or, at the discretion of the Department Head or his/her designee, compensatory time off in an amount equal to the number of hours actually worked in excess of his/her normal work schedule.

(b) All periods of leave shall be counted as hours worked toward achieving eligibility for overtime status except for periods of leave without pay.

(c) Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Nonexempt Job Class Listing without prior written approval of the City Manager, provided that the total amount required to be paid as overtime compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

2. Exempt employees – employees exempt from the FLSA who are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

## **(C) Training**

(1) Nonexempt employees in the Department of Fire-Rescue who are required to participate in state-mandated Advanced Life Support (ALS) recertification training programs (including the taking of the final examination) outside of regularly scheduled work periods will be granted monetary compensation on an hour-for-hour basis, at the rate of the hourly equivalent of the employee's pay rate, when this circumstance has been certified in writing by the Director of Human Resources. Nonexempt employees

will only be eligible to receive this compensation once every three years, in accordance with Virginia Department of Health, Office of Emergency Medical Services recertification periods. The provisions of this paragraph shall supersede the generally controlling nature of the FLSA Nonexempt Job Class Listing. Such compensation or related compensatory time will not be extended to include travel time.

(2) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Nonexempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(3) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

#### **(D) Authorization**

(1) If the work of a nonexempt employee eligible for compensatory time regularly includes work in public safety, emergency response, or seasonal activities, the employee engaged in such work may accrue not more than 480 hours of compensatory time (i.e., 320 hours of actual overtime worked) for hours worked in excess of the number of hours in the applicable 7(k) work period on or after April 15, 1986. Any such employee, who, after April 15, 1986, has accrued 480 hours of compensatory time, shall be paid monetary compensation for any additional overtime hours. A nonexempt employee who has accumulated overtime may request compensatory time off and such time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt departmental operations.

(2) At termination of employment nonexempt employees shall be paid for accrued balances of unused compensatory time off, granted pursuant to the overtime requirements of the FLSA. Payment shall be at a rate not less than the average regular rate they received during the last 3 years of employment, or the final regular rate received by such employee, whichever is higher.

(3) Unless approved in writing by the City Manager, Department Heads may not convert any allowance of compensatory time earned by exempt employees prior to July 1, 1992 to monetary overtime. Upon request by a Department Head, if the City Manager determines that the allowance of compensatory time off would adversely affect the operations of the City, and when funds are available, she may authorize payment of monetary overtime compensation in amounts as she determines reasonable. Such amounts will not exceed the prorated hourly equivalent of the employee's pay multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992. Allowances of compensatory time off shall not be convertible to monetary overtime, except as specifically provided in this policy.



(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated, and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

### **(E) Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply:

(1) Nonexempt employees whose job classifications are listed in the FLSA Nonexempt Job Class Listing shall receive monetary compensation equal to one and one-half times the hourly pay rate for their classification (except for the birthday holiday and floating holiday). In addition, they will be granted one (1) compensatory day off, in lieu of the holiday. The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Exempt employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, they will be granted one (1) compensatory day, in lieu of the holiday (except for the birthday holiday and floating holiday). The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday.

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 10. (E) (1) for persons holding positions in job classifications listed in the FLSA Nonexempt Job Class Listing, when it appears that the monetary payment for such compensatory time would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available in departmental accounts. In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by nonexempt employees in lieu of a holiday to monetary overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a Saturday holiday, or on the day following a Sunday holiday, such employee shall work his or her normal work schedule for the week the holiday is observed. In lieu

of a holiday the employee shall be granted compensatory time off equivalent to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code, if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

**(F) Special Provisions for Emergency Declarations**

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

**(G) Special Provisions for Specific Job Classifications**

(1) Whenever a member of the Department of Fire-Rescue, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. A member of the department who is required to appear for any of the above purposes who is receiving worker's compensation because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such

former employee shall receive an hourly stipend of ten dollars (\$10.00) for every hour or any part thereof that he or she is required to appear.

### **Section 11. Part-Time Employment**

The pay rates specified in this compensation plan for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion, which their hours of work bear to those of full-time employees in such classifications.

### **Section 12. Promotions and Automatic Reclassifications**

“Promotion” is advancement to a higher position in the classified service resulting from a competitive process as delineated in Rule 13 of the Rules of the Civil Service Commission of the City of Norfolk.

“Automatic reclassification” is advancement through the Firefighter Recruit through Firefighter-EMT-Paramedic job series, in accordance with Civil Service Commission Rule 4, Section 8.

(1) When an employee is promoted or automatically reclassified to a position where the minimum pay rate of the new grade is 15% or greater than the minimum pay rate of the former grade, the employee’s salary shall be increased to the minimum of the new pay grade, or the pay rate which is closest to but not lower than 10% above the employee’s former salary, whichever is greater.

(2) When an employee is promoted or automatically reclassified to a position where the minimum rate of the new pay grade is less than 15% above the minimum of the former pay grade, the employee’s salary shall be increased to the greater of the minimum of the new pay grade, or to the pay rate which is closest to but not lower than 5% above the employee’s former salary.

(3) In no event will a promoted or reclassified employee’s salary exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee’s experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

### **Section 13. Regrading of Job Classes**

(1) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the new pay grade.

(2) If an employee's salary exceeds the minimum rate of the new pay grade, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

## **Section 14. Reinstatement**

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within one (1) year after separation.

## **Section 15. Special Duty and Education Supplements**

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA.

(2) Fire-Rescue uniformed personnel assigned to the following special duties or eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments or upon maintaining eligibility for the supplements:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Fire Apparatus Operator	\$80/month	As assigned	For duration of assignment
Battalion Chief Aide	\$80/month	As assigned	For duration of assignment
Equipment Service Technician	\$80/month	As assigned	For duration of assignment
Fire Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Field Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Investigator/Arson Dog Handler	\$70/month	As assigned	For duration of assignment

<b>Supplements</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Special Duty- Acting Fire Lieutenant Acting Fire Captain Acting Battalion Chief Acting Assistant Chief	\$1.00/hour	As assigned	For duration of service
Special Duty- Fire Apparatus Operator	\$4.00 per 12-hour period	As assigned	12 day-time or 12 night-time hours
Firefighter-EMT	5% of regular pay rate	State-certified as EMT-Enhanced EMT-Cardiac EMT-Paramedic  For duty periods assigned to an ambulance	Employees must be sanctioned by the City of Norfolk Medical Director to practice at their respective certification level.
Firearm Allowance	\$100/month	-Chief assigned as Fire Marshal and certified as a law enforcement officer -Captain assigned as Lead Fire Investigator and certified as a law	Required to carry a firearm on their persons when off duty, for the duration of such assignments



		<p>enforcement officer</p> <p>-Firefighters certified as law enforcement officers and assigned as Assistant Fire Investigators</p> <p>-Hazardous material inspectors certified as law enforcement officers</p> <p>-Assistant Fire Marshals certified as law enforcement officers</p>	
Clothing Allowance	\$50/month	-Fire Investigators Assistant Fire Investigators	For duration of assignment
HAZMAT and Technical Rescue Squad	5% of regular pay rate	-Completion of training and formal assignment to applicable squad	For duration of assignment
<p>Fire-Rescue Officer</p> <p>-Current VA-certified as EMT-Cardiac</p>	\$117/month	<p>-Fire Lieutenants</p> <p>-Fire Captains</p> <p>-Battalion Fire Chiefs</p>	<p>-Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-C or Intermediate and</p> <p>- Must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) providing "hands-on" emergency medical care to patients; or</li> <li>2) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or</li> <li>3) providing classroom or practical instruction in Virginia Health Department curricula for emergency medical certification or recertification training</li> </ol>
<p>Fire-Rescue Officer</p> <p>-Current VA-certified as EMT-Paramedic</p>	\$292/month	<p>-Fire Lieutenants</p> <p>-Fire Captains</p> <p>-Battalion Fire Chiefs</p>	<p>-Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-C or Intermediate and</p> <p>- Must be directly involved in:</p> <ol style="list-style-type: none"> <li>4) providing "hands-on" emergency medical care to patients; or</li> </ol>

			<p>5) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or</p> <p>6) providing classroom or practical instruction in Virginia Health Department curricula for emergency medical certification or recertification training</p>
Education Pay	\$42/month	Assistant Fire Chief rank or below	<p>Associate's or Bachelor's Degree in any program certified by the Chief of Fire-Rescue as relevant to the performance of the employee's position. Limited to one supplement, regardless of the number of degrees.</p>
Master Firefighter	<p>-One pay step per year (in addition to any annual pay increment authorized by City Council) for completion of each Section outlined in the Master Firefighter Program (for first 4 Sections)</p> <p>-Two pay steps (in addition to any annual pay increment authorized by City Council) for completion of the final Section in the Master Firefighter Program and attainment of the Master Firefighter designation</p>	<p>-Firefighter EMT-E -Firefighter-EMT-C -Firefighter EMT-P -Fire Inspector</p> <p>Must meet service and performance requirements specified in the Standard Operating Procedures for obtaining the Master Firefighter designation</p>	<p>-Employees may not exceed the maximum pay rate of their pay grade.</p> <p>-The total percentage received for the program shall not exceed 15%.</p>

(3) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(4) In no event shall any special duty pay or education supplement be considered in the computation of salary increases to which an employee may become

entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(5) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(6) The following supplements shall be included as "earnable compensation" for the calculation of retirement pension contributions:

- (a) education pay
- (b) gun allowance

(7) Standby and On-Call Duty

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, pursuant to one, and only one, of the following:

- (i) \$112.00 for each full weekly period of assigned on-call duty;
- (ii) \$137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
- (iii) \$16.00 for each full day of on-call duty; or
- (iv) \$40.00 for any holiday designated in City Code Section 2-48.

(c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.

**Section 16. Temporary Acting Service**

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the minimum rate of the new classification, or as follows:

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% above the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 5% above the former salary.

(3) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(4) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(5) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

#### **Section 17. Transfers**

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

#### **Section 18. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

# CITY of NORFOLK FIRE-RESCUE CLASSIFICATIONS

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300604	Firefighter Recruit	FRS	001	\$30,391.64	\$ 30,391.64
300614	Firefighter EMT	FRS	002	\$37,472.69	\$ 46,799.91
300617	Firefighter EMT-Enhanced	FRS	003	\$33,947.50	\$ 51,657.41
300615	Firefighter EMT-C	FRS	004	\$35,758.01	\$ 54,411.43
300616	Firefighter EMT-P	FRS	005	\$41,302.66	\$ 62,847.95
200471	Fire Inspector	FRS	005	\$41,302.66	\$ 62,847.95
300612	Fire Lieutenant	FRS	006	\$45,772.41	\$ 66,291.27
200407	Assistant Fire Marshal	FRS	006	\$45,772.41	\$ 66,291.27
300602	Fire Paramedic Lieutenant	FRS	007	\$48,092.37	\$ 69,651.66
300611	Fire Captain	FRS	008	\$52,552.44	\$ 76,112.88
200470	Deputy Fire Marshal	FRS	008	\$52,552.44	\$ 76,112.88
200493	Fire Arson Investigator	FRS	008	\$52,552.44	\$ 76,112.88
300609	Battalion Fire Chief	FRS	009	\$65,863.68	\$ 88,579.71
200444	Fire Marshal	FRS	009	\$65,863.68	\$ 88,579.71
300601	Assistant Fire Chief	FRS	010	\$80,024.72	\$ 97,503.07
300606	Deputy Chief of Fire-Rescue	FRS	011	\$84,009.80	\$102,357.33
000066	Chief of Fire-Rescue	EXE	003	\$79,949	\$138,253





<b>Fire-Rescue Pay Schedule</b>					
<b>Plan</b>	<b>Grade</b>	<b>Step</b>	<b>Hourly Rate</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>
FRS	001	1	\$14.61	\$2,532.64	\$ 30,391.64
FRS	002	1	\$ 18.02	\$ 3,122.72	\$ 37,472.69
FRS	002	2	\$ 18.47	\$ 3,200.81	\$ 38,409.71
FRS	002	3	\$ 18.93	\$ 3,280.87	\$ 39,370.44
FRS	002	4	\$ 19.40	\$ 3,362.90	\$ 40,354.82
FRS	002	5	\$ 19.89	\$ 3,447.01	\$ 41,364.06
FRS	002	6	\$ 20.38	\$ 3,533.17	\$ 42,398.00
FRS	002	7	\$ 20.89	\$ 3,621.66	\$ 43,459.89
FRS	002	8	\$ 21.42	\$ 3,712.05	\$ 44,544.58
FRS	002	9	\$ 21.95	\$ 3,804.85	\$ 45,658.25
FRS	002	10	\$ 22.50	\$ 3,899.99	\$ 46,799.91
FRS	003	1	\$ 16.32	\$ 2,828.96	\$ 33,947.50
FRS	003	2	\$ 16.73	\$ 2,899.68	\$ 34,796.21
FRS	003	3	\$ 17.15	\$ 2,972.21	\$ 35,666.47
FRS	003	4	\$ 17.58	\$ 3,046.52	\$ 36,558.27
FRS	003	5	\$ 18.02	\$ 3,122.72	\$ 37,472.68
FRS	003	6	\$ 18.47	\$ 3,200.81	\$ 38,409.71
FRS	003	7	\$ 18.93	\$ 3,280.87	\$ 39,370.44
FRS	003	8	\$ 19.40	\$ 3,362.91	\$ 40,354.86
FRS	003	9	\$ 19.89	\$ 3,447.01	\$ 41,364.06
FRS	003	10	\$ 20.38	\$ 3,533.17	\$ 42,398.02
FRS	003	11	\$ 20.89	\$ 3,621.49	\$ 43,457.83
FRS	003	12	\$ 21.42	\$ 3,712.05	\$ 44,544.58
FRS	003	13	\$ 21.95	\$ 3,804.85	\$ 45,658.25
FRS	003	14	\$ 22.50	\$ 3,899.99	\$ 46,799.91
FRS	003	15	\$ 23.06	\$ 3,997.47	\$ 47,969.59
FRS	003	16	\$ 23.64	\$ 4,097.36	\$ 49,168.36
FRS	003	17	\$ 24.23	\$ 4,199.77	\$ 50,397.27
FRS	003	18	\$ 24.84	\$ 4,304.78	\$ 51,657.41

Fire-Rescue Pay Schedule					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
FRS	004	1	\$ 17.19	\$ 2,979.83	\$ 35,758.01
FRS	004	2	\$ 17.62	\$ 3,054.33	\$ 36,651.96
FRS	004	3	\$ 18.06	\$ 3,130.71	\$ 37,568.54
FRS	004	4	\$ 18.51	\$ 3,208.98	\$ 38,507.72
FRS	004	5	\$ 18.98	\$ 3,289.22	\$ 39,470.61
FRS	004	6	\$ 19.45	\$ 3,371.43	\$ 40,457.18
FRS	004	7	\$ 19.94	\$ 3,455.71	\$ 41,468.54
FRS	004	8	\$ 20.44	\$ 3,542.14	\$ 42,505.72
FRS	004	9	\$ 20.95	\$ 3,630.73	\$ 43,568.77
FRS	004	10	\$ 21.47	\$ 3,721.47	\$ 44,657.67
FRS	004	11	\$ 22.01	\$ 3,814.55	\$ 45,774.57
FRS	004	12	\$ 22.56	\$ 3,909.96	\$ 46,919.47
FRS	004	13	\$ 23.12	\$ 4,007.70	\$ 48,092.37
FRS	004	14	\$ 23.70	\$ 4,107.86	\$ 49,294.37
FRS	004	15	\$ 24.29	\$ 4,210.54	\$ 50,526.51
FRS	004	16	\$ 25.91	\$ 4,491.26	\$ 53,895.16
FRS	004	17	\$ 25.52	\$ 4,423.71	\$ 53,084.50
FRS	004	18	\$ 26.16	\$ 4,534.29	\$ 54,411.43
FRS	005	1	\$ 19.86	\$ 3,441.89	\$ 41,302.66
FRS	005	2	\$ 20.35	\$ 3,527.96	\$ 42,335.55
FRS	005	3	\$ 20.86	\$ 3,616.19	\$ 43,394.30
FRS	005	4	\$ 21.38	\$ 3,706.57	\$ 44,478.88
FRS	005	5	\$ 21.92	\$ 3,799.20	\$ 45,590.39
FRS	005	6	\$ 22.47	\$ 3,894.16	\$ 46,729.91
FRS	005	7	\$ 23.03	\$ 3,991.54	\$ 47,898.51
FRS	005	8	\$ 23.60	\$ 4,091.35	\$ 49,096.19
FRS	005	9	\$ 24.19	\$ 4,193.67	\$ 50,324.02
FRS	005	10	\$ 24.80	\$ 4,298.50	\$ 51,582.02
FRS	005	11	\$ 25.42	\$ 4,405.94	\$ 52,871.25
FRS	005	12	\$ 26.05	\$ 4,516.07	\$ 54,192.78
FRS	005	13	\$ 26.71	\$ 4,628.98	\$ 55,547.71
FRS	005	14	\$ 27.37	\$ 4,744.67	\$ 56,936.02
FRS	005	15	\$ 28.06	\$ 4,863.32	\$ 58,359.89
FRS	005	16	\$ 28.76	\$ 4,984.77	\$ 59,817.22
FRS	005	17	\$ 29.48	\$ 5,109.61	\$ 61,315.31
FRS	005	18	\$ 30.22	\$ 5,237.33	\$ 62,847.95

Fire-Rescue Pay Schedule					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
FRS	006	1	\$ 22.01	\$ 3,814.37	\$ 45,772.41
FRS	006	2	\$ 22.56	\$ 3,909.69	\$ 46,916.24
FRS	006	3	\$ 23.12	\$ 4,007.43	\$ 48,089.15
FRS	006	4	\$ 23.70	\$ 4,107.60	\$ 49,291.14
FRS	006	5	\$ 24.29	\$ 4,210.27	\$ 50,523.28
FRS	006	6	\$ 24.90	\$ 4,315.56	\$ 51,786.66
FRS	006	7	\$ 25.52	\$ 4,423.44	\$ 53,081.27
FRS	006	8	\$ 26.16	\$ 4,534.02	\$ 54,408.19
FRS	006	9	\$ 26.81	\$ 4,647.38	\$ 55,768.52
FRS	006	10	\$ 27.48	\$ 4,763.52	\$ 57,162.21
FRS	006	11	\$ 28.17	\$ 4,882.71	\$ 58,592.48
FRS	006	12	\$ 28.87	\$ 5,004.69	\$ 60,056.23
FRS	006	13	\$ 29.60	\$ 5,129.80	\$ 61,557.64
FRS	006	14	\$ 30.33	\$ 5,258.06	\$ 63,096.74
FRS	006	15	\$ 31.09	\$ 5,389.55	\$ 64,674.62
FRS	006	16	\$ 31.87	\$ 5,524.27	\$ 66,291.27
FRS	007	1	\$ 23.12	\$ 4,007.70	\$ 48,092.37
FRS	007	2	\$ 23.70	\$ 4,107.86	\$ 49,294.37
FRS	007	3	\$ 24.29	\$ 4,210.54	\$ 50,526.51
FRS	007	4	\$ 24.90	\$ 4,315.82	\$ 51,789.89
FRS	007	5	\$ 25.52	\$ 4,423.71	\$ 53,084.50
FRS	007	6	\$ 26.16	\$ 4,534.29	\$ 54,411.43
FRS	007	7	\$ 26.81	\$ 4,647.64	\$ 55,771.73
FRS	007	8	\$ 27.48	\$ 4,763.88	\$ 57,166.52
FRS	007	9	\$ 28.17	\$ 4,882.98	\$ 58,595.76
FRS	007	10	\$ 28.88	\$ 5,005.05	\$ 60,060.54
FRS	007	11	\$ 29.60	\$ 5,130.16	\$ 61,561.95
FRS	007	12	\$ 30.34	\$ 5,258.42	\$ 63,101.06
FRS	007	13	\$ 31.10	\$ 5,389.91	\$ 64,678.93
FRS	007	14	\$ 31.87	\$ 5,524.63	\$ 66,295.58
FRS	007	15	\$ 32.67	\$ 5,662.76	\$ 67,953.15
FRS	007	16	\$ 33.49	\$ 5,804.31	\$ 69,651.66

Fire-Rescue Pay Schedule					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
FRS	008	1	\$ 25.27	\$ 4,379.37	\$ 52,552.44
FRS	008	2	\$ 25.90	\$ 4,488.87	\$ 53,866.44
FRS	008	3	\$ 26.54	\$ 4,601.06	\$ 55,212.74
FRS	008	4	\$ 27.21	\$ 4,716.13	\$ 56,593.53
FRS	008	5	\$ 27.89	\$ 4,834.06	\$ 58,008.76
FRS	008	6	\$ 28.59	\$ 4,954.87	\$ 59,458.48
FRS	008	7	\$ 29.30	\$ 5,078.73	\$ 60,944.80
FRS	008	8	\$ 30.03	\$ 5,205.74	\$ 62,468.82
FRS	008	9	\$ 30.78	\$ 5,335.88	\$ 64,030.54
FRS	008	10	\$ 31.55	\$ 5,469.25	\$ 65,631.04
FRS	008	11	\$ 32.34	\$ 5,605.95	\$ 67,271.39
FRS	008	12	\$ 33.15	\$ 5,746.06	\$ 68,952.66
FRS	008	13	\$ 33.98	\$ 5,889.75	\$ 70,677.01
FRS	008	14	\$ 34.83	\$ 6,037.04	\$ 72,444.46
FRS	008	15	\$ 35.70	\$ 6,188.00	\$ 74,256.04
FRS	008	16	\$ 36.59	\$ 6,342.74	\$ 76,112.88
FRS	009	1	\$ 31.67	\$ 5,488.64	\$ 65,863.68
FRS	009	2	\$ 32.46	\$ 5,625.83	\$ 67,510.01
FRS	009	3	\$ 33.27	\$ 5,766.52	\$ 69,198.22
FRS	009	4	\$ 34.10	\$ 5,910.66	\$ 70,927.97
FRS	009	5	\$ 34.95	\$ 6,058.40	\$ 72,700.80
FRS	009	6	\$ 35.83	\$ 6,209.90	\$ 74,518.84
FRS	009	7	\$ 36.72	\$ 6,365.18	\$ 76,382.14
FRS	009	8	\$ 37.64	\$ 6,524.31	\$ 78,291.75
FRS	009	9	\$ 38.58	\$ 6,687.40	\$ 80,248.75
FRS	009	10	\$ 39.55	\$ 6,854.61	\$ 82,255.29
FRS	009	11	\$ 40.53	\$ 7,025.95	\$ 84,311.38
FRS	009	12	\$ 41.55	\$ 7,201.60	\$ 86,419.16
FRS	009	13	\$ 42.59	\$ 7,381.64	\$ 88,579.71

Fire-Rescue Pay Schedule					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
FRS	010	1	\$ 38.47	\$ 6,668.73	\$ 80,024.72
FRS	010	2	\$ 39.44	\$ 6,835.49	\$ 82,025.88
FRS	010	3	\$ 40.42	\$ 7,006.38	\$ 84,076.58
FRS	010	4	\$ 41.43	\$ 7,181.58	\$ 86,178.98
FRS	010	5	\$ 42.47	\$ 7,361.09	\$ 88,333.07
FRS	010	6	\$ 43.53	\$ 7,545.09	\$ 90,541.02
FRS	010	7	\$ 44.62	\$ 7,733.75	\$ 92,804.97
FRS	010	8	\$ 45.73	\$ 7,927.08	\$ 95,124.94
FRS	010	9	\$ 46.88	\$ 8,125.26	\$ 97,503.07
FRS	011	1	\$ 40.39	\$ 7,000.82	\$ 84,009.80
FRS	011	2	\$ 41.40	\$ 7,175.84	\$ 86,110.05
FRS	011	3	\$ 42.43	\$ 7,355.26	\$ 88,263.06
FRS	011	4	\$ 43.50	\$ 7,539.16	\$ 90,469.94
FRS	011	5	\$ 44.58	\$ 7,727.65	\$ 92,731.74
FRS	011	6	\$ 45.70	\$ 7,920.80	\$ 95,049.54
FRS	011	7	\$ 46.84	\$ 8,118.79	\$ 97,425.53
FRS	011	8	\$ 48.01	\$ 8,321.73	\$ 99,860.72
FRS	011	9	\$ 49.21	\$ 8,529.78	\$ 102,357.33





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Police Pay Plan**

# **REGULATIONS FOR THE ADMINISTRATION OF THE JULY 1, 2005 POLICE COMPENSATION PLAN**

## **Section 1. Administrative Adjustments**

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

## **Section 2. Alternative Placement & Training (APT) Appointments**

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

## **Section 3. Anniversary Dates**

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. Every person initially employed prior to October 1, 1974, shall have October 1, 1974, as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. Every person already employed as of June 30, 2003 who transitioned from classifications specified in the July 1, 2002 General Compensation Plan to the minimum pay rate of a grade in the July 1, 2003 Police Compensation Plan A shall have June 1, 2003, as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. The anniversary date of persons promoted to the ranks of Police Corporal through Assistant Chief of Police, in accordance with Section 12. (2), shall be adjusted to the date of promotion. The anniversary date

of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

(2) In no event shall reclassification, regrade, transfer, merit pay increase or demotion alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) If any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment. The employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) If any regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the regrade action and the annual increment. The employee shall be credited with his or her annual increment after the recognition of his or her regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay. Periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

#### **Section 4. Annual Increments**

(1) Effective July 1, 2005 each employee whose position is included within a classification listed in this Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment, i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the Department of Human Resources. The Performance Management Rating

System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) "Temporary," "intermittent part-time," casual part-time," and "periodic part-time" employees shall not be entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure on July 1, 2003 was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

## **Section 5. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, i.e., special projects, which are sufficiently alike in duties and responsibilities that they are described by the same title and are assigned to the same pay grade in this Compensation Plan.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.

**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Nonexempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual, monthly, or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection, law enforcement, or emergency medical service employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

**"Red-Circle Rate"** - A designation indicating that an employee's pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

## **Section 6. Demotions**

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager. However, the employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

## **Section 7. Employee Recognition and Initiatives**

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

- (a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.
- (b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.
- (c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available.
- (d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.
- (e) Not more than one bonus may be authorized during the fiscal year.
- (f) The bonus shall not be included in an employee's base wages or retirement calculations.
- (g) Funds for authorized bonuses must be available in a department's personal services account.
- (a) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize one administrative pay advancement per fiscal year, at her discretion and upon objective criteria, including but not limited to the following factors:

- (a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;



- (b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.
- (c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).
- (d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(3) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. Departments must submit proposals specifying criteria for the administration of these programs and the funding source. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards shall be reported to the Department of Finance for tax purposes.

#### **Section 8. Inclusiveness of Specified Compensation Plan**

The rates of compensation specified in this Police Compensation Plan for positions within the classifications listed constitute the total monetary compensation of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g. special project employees), with the exception of allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

#### **Section 9. New Appointees**

The initial salary of every person appointed for the first time to the classifications of Police Recruit, Police Officer I, or Police Officer II, shall be that specified as the minimum rate of the respective pay grades established for those classifications in the Police Compensation Plan, provided, however, that the initial salary for those persons who have prior experience in work which is essentially the same as that encompassed by their applicable City position shall be at a pay rate determined by the City Manager, within such pay grade set forth in the Police Compensation Plan for the applicable classification.

## **Section 10. Overtime**

### **(A) General Provisions**

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, employees are assigned to the two eligibility categories in subsection (B). The job classifications assigned to each category are listed respectively in the FLSA Nonexempt Job Class Listing and the FLSA Exempt Job Class Listing. These lists are current as of the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category for a position will not become effective until the applicable appendix is amended by ordinance.

(3) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule is standard or non-standard, must be documented before any employee will be considered to have worked overtime.

### **(B) Eligibility Categories**

1. Nonexempt employees- law enforcement employees who under the FLSA are required to receive monetary compensation of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

(a) Non-exempt law enforcement employees in this category are eligible to receive, in addition to the overtime described in the preceding sentence, compensation for hours worked beyond an employee's normal work schedule as established by his/her department until reaching the maximum number of hours in the applicable declared 7(k) work period, at the rate of the hourly equivalent of the employee's pay rate; or, at the discretion of the Department Head or his/her designee, compensatory time off in an amount equal to the number of hours actually worked in excess of his/her normal work schedule.

(b) All periods of leave shall be counted as hours worked toward achieving eligibility for overtime status except for periods of leave without pay.

(c) Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Nonexempt Job Class Listing, without prior written approval of the City Manager, provided that the total amount required to be paid as overtime

compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

2. Exempt employees – employees exempt from the FLSA who are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

### **(C) Training**

(1) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Nonexempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(2) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

### **(D) Authorization**

(1) If the work of a nonexempt employee eligible for compensatory time regularly includes work in public safety, emergency response, or seasonal activities, the employee engaged in such work may accrue not more than 480 hours of compensatory time (i.e., 320 hours of actual overtime worked) for hours worked in excess of the number of hours in the applicable 7(k) work period on or after April 15, 1986). Any such employee, who, after April 15, 1986, has accrued 480 hours of compensatory time, shall be paid monetary time off for any additional overtime hours. A nonexempt employee who has accumulated overtime may request compensatory time off and such time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt departmental operations.

(2) At termination of employment, nonexempt employees shall be paid for accrued balances of unused compensatory time off, granted pursuant to the overtime requirements of the FLSA. Payment shall be at a rate not less than the average regular rate they received during the last 3 years of employment, or the final regular rate received by such employee, whichever is higher.

(3) Unless approved in writing by the City Manager, Department Heads may not convert any allowance of compensatory time earned by exempt

employees prior to July 1, 1992 to monetary overtime. Upon request by a Department Head, if the City Manager determines that the allowance of compensatory time off would adversely affect the operations of the City, and when funds are available, she may authorize payment of monetary overtime compensation in amounts as she determines reasonable. Such amounts will not exceed the prorated hourly equivalent of the employee's pay multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992. Allowances of compensatory time off shall not be convertible to monetary overtime, except as specifically provided in this policy.

(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated, and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

### **(E) Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply:

(1) Nonexempt employees whose job classifications are listed in the FLSA Nonexempt Job Class Listing shall receive monetary compensation equal to one and one-half times the hourly pay rate for their classification (except for the birthday holiday and floating holiday). In addition, they will be granted one (1) compensatory day off, in lieu of the holiday. The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Exempt employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, they will be granted one (1) compensatory day, in lieu of the holiday (except for the birthday holiday and floating holiday). The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday.

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 10. (E) (1) for persons holding positions in job classifications listed in the FLSA Nonexempt Job Class Listing, when it appears that the monetary payment for such compensatory time would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available in departmental accounts. In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by

nonexempt employees in lieu of a holiday to monetary overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a Saturday holiday, or on the day following a Sunday holiday, such employee shall work his or her normal work schedule for the week the holiday is observed. In lieu of a holiday the employee shall be granted compensatory time off equivalent to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code, if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

#### **(F) Special Provisions for Emergency Declarations**

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

#### **(G) Special Provisions for Specific Job Classifications**

(1) Whenever any employee, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil



or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars (\$10.00) for every hour or any part thereof that he or she is required to appear.

#### **Section 11. Part-Time Employment**

The pay rates specified in these Compensation Plans for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion which their hours of work bear to those of full-time employees in such classifications.

#### **Section 12. Promotions and Automatic Reclassifications**

“Promotion” is advancement to a higher position in the classified service resulting from a competitive process as delineated in Rule 13 of the Rules of the Civil Service Commission of the City of Norfolk.

“Automatic reclassification” is advancement through the Police Recruit through Police Officer II job series, in accordance with Civil Service Commission Rule 4, Section 8.

(1) The salaries of employees advancing through the Police Recruit through Police Officer II job series will be increased to the minimum pay rate of each higher pay grade.

(2) When an employee is promoted to the ranks of Police Corporal through Assistant Chief of Police, the employee’s salary shall be increased to the pay rate that is the greater of the minimum of the new pay grade or the pay rate closest to 5% above the former salary. The anniversary date of persons promoted to the ranks of Police Corporal through Assistant Chief of Police shall be adjusted to the effective date of promotion.

(3) In no event will a promoted or automatically reclassified employee's salary exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

### **Section 13. Regrading of Job Classes**

(1) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the new pay grade; or

(2) if an employee's salary exceeds the minimum rate of the new pay grade, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

### **Section 14. Reinstatement**

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within one (1) year after separation.

### **Section 15. Special Duty and Education Supplements**

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA.

(2) Police officers assigned to the following special duties or eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments or upon maintaining eligibility for the following supplements:

<b>Assignment</b>	<b>Amount</b>	<b>Eligibility</b>	<b>Other Information</b>
Diver	\$35.00/month	As assigned	For duration of assignment
Investigator	\$60.00/month	As assigned	For duration of assignment
Field Training Instructor	\$80.00/month	As assigned	For duration of assignment
Police K-9 Officer	\$70.00/month	As assigned	For duration of assignment
Investigator / Drug Dog Handler	\$70.00/month	As assigned	For duration of assignment

Supplements	Amount	Eligibility	Other Information
Senior Police Officer	\$210.50/month	Criteria specified under General Order 99-002	The supplement shall be discontinued upon promotion to Police Corporal or other higher ranks.
Master Police Officer	\$421.00/month	Criteria specified under General Order 99-002	The supplement shall be discontinued upon promotion to Police Corporal or other higher ranks.
Education pay	\$42.00/month	Police Captain rank or below	Associate's or Bachelor's degree from an accredited college or university in any program certified by the Chief of Police as relevant to the performance of the employee's position. Limited to no more than one supplement, regardless of the number of degrees
Clothing Allowance	\$65.00/month	(1)Sworn employees assigned to the-Criminal Investigations Bureau, Internal Affairs Division, Criminal Intelligence Unit; (2)Commanding Officer-Criminal Investigations Bureau (3)Employee assigned as assistant to the Chief of Police	

(3) The following supplements are included in the calculation of retirement credit:

- (a) Education pay
- (b) Senior and Master Police Officer

(4) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(5) In no event shall any special duty pay or education supplement be considered in the computation of salary increases to which an employee may become entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(6) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(7) Standby and On-Call Duty

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on week days and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, pursuant to one, and only one, of the following:

- (i) \$112.00 for each full weekly period of assigned on-call duty;
- (ii) \$137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
- (iii) \$16.00 for each full day of on-call duty; or
- (iv) \$40.00 for any holiday designated in City Code Section 2-48.

(c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.

**Section 16. Temporary Acting Service**

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the greater of the minimum rate of the new classification or the pay rate closest to 5% above the former salary.

(2) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(3) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(4) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

## **Section 17. Transfers**

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

## **Section 18. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.



# CITY of NORFOLK

## POLICE CLASSIFICATIONS

### FY 2006

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300632	Police Recruit	POL	001	\$30,391.64	\$ 30,391.64
300629	Police Officer I	POL	002	\$32,311.46	\$ 32,311.46
300630	Police Officer II	POL	003	\$37,568.54	\$ 54,411.43
300624	Police Corporal	POL	004	\$44,234.39	\$ 59,490.78
300635	Police Sergeant	POL	005	\$51,789.89	\$ 69,651.66
300625	Police Lieutenant	POL	006	\$65,631.04	\$ 76,112.88
300623	Police Captain	POL	007	\$76,382.14	\$ 88,579.71
000059	Assistant Chief of Police	POL	008	\$95,052.78	\$110,230.55
000040	Chief of Police	EXE	003	\$79,949.00	\$138,253.00



<b>Police Pay Schedules</b>					
<b>Plan</b>	<b>Grade</b>	<b>Step</b>	<b>Hourly Rate</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>
POL	001	1	\$ 14.61	\$2,532.64	\$ 30,391.64
POL	002	1	\$ 15.53	\$2,692.62	\$ 32,311.46
POL	003	1	\$ 18.06	\$3,130.71	\$ 37,568.54
POL	003	2	\$ 18.51	\$3,208.98	\$ 38,507.72
POL	003	3	\$ 18.98	\$3,289.22	\$ 39,470.61
POL	003	4	\$ 19.45	\$3,371.43	\$ 40,457.18
POL	003	5	\$ 19.94	\$3,455.71	\$ 41,468.54
POL	003	6	\$ 20.44	\$3,542.14	\$ 42,505.72
POL	003	7	\$ 20.95	\$3,630.73	\$ 43,568.77
POL	003	8	\$ 21.47	\$3,721.47	\$ 44,657.67
POL	003	9	\$ 22.01	\$3,814.55	\$ 45,774.57
POL	003	10	\$ 22.56	\$3,909.96	\$ 46,919.47
POL	003	11	\$ 23.12	\$4,007.70	\$ 48,092.37
POL	003	12	\$ 23.70	\$4,107.86	\$ 49,294.37
POL	003	13	\$ 24.29	\$4,210.54	\$ 50,526.51
POL	003	14	\$ 24.90	\$4,315.82	\$ 51,789.89
POL	003	15	\$ 25.52	\$4,423.71	\$ 53,084.50
POL	003	16	\$ 26.16	\$4,534.29	\$ 54,411.43
POL	004	1	\$ 21.27	\$3,686.20	\$ 44,234.39
POL	004	2	\$ 21.80	\$3,778.38	\$ 45,340.52
POL	004	3	\$ 22.34	\$3,872.80	\$ 46,473.57
POL	004	4	\$ 22.90	\$3,969.64	\$ 47,635.71
POL	004	5	\$ 23.47	\$4,068.91	\$ 48,826.93
POL	004	6	\$ 24.06	\$4,170.60	\$ 50,047.22
POL	004	7	\$ 24.66	\$4,274.90	\$ 51,298.76
POL	004	8	\$ 25.28	\$4,381.79	\$ 52,581.52
POL	004	9	\$ 25.91	\$4,491.38	\$ 53,896.59
POL	004	10	\$ 26.56	\$4,603.67	\$ 55,243.98
POL	004	11	\$ 27.22	\$4,718.73	\$ 56,624.76
POL	004	12	\$ 27.90	\$4,836.67	\$ 58,040.00
POL	004	13	\$ 28.60	\$4,957.57	\$ 59,490.78

Police Pay Schedules					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
POL	005	1	\$ 24.90	\$4,315.82	\$ 51,789.89
POL	005	2	\$ 25.52	\$4,423.71	\$ 53,084.50
POL	005	3	\$ 26.16	\$4,534.29	\$ 54,411.43
POL	005	4	\$ 26.81	\$4,647.64	\$ 55,771.73
POL	005	5	\$ 27.48	\$4,763.88	\$ 57,166.52
POL	005	6	\$ 28.17	\$4,882.98	\$ 58,595.76
POL	005	7	\$ 28.88	\$5,005.05	\$ 60,060.54
POL	005	8	\$ 29.60	\$5,130.16	\$ 61,561.95
POL	005	9	\$ 30.34	\$5,258.42	\$ 63,101.06
POL	005	10	\$ 31.10	\$5,389.91	\$ 64,678.93
POL	005	11	\$ 31.87	\$5,524.63	\$ 66,295.58
POL	005	12	\$ 32.67	\$5,662.76	\$ 67,953.15
POL	005	13	\$ 33.49	\$5,804.31	\$ 69,651.66
POL	006	1	\$ 31.55	\$5,469.25	\$ 65,631.04
POL	006	2	\$ 32.34	\$5,605.95	\$ 67,271.39
POL	006	3	\$ 33.15	\$5,746.06	\$ 68,952.66
POL	006	4	\$ 33.98	\$5,889.75	\$ 70,677.01
POL	006	5	\$ 34.83	\$6,037.04	\$ 72,444.46
POL	006	6	\$ 35.70	\$6,188.00	\$ 74,256.04
POL	006	7	\$ 36.59	\$6,342.74	\$ 76,112.88
POL	007	1	\$ 36.72	\$6,365.18	\$ 76,382.14
POL	007	2	\$ 37.64	\$6,524.31	\$ 78,291.75
POL	007	3	\$ 38.58	\$6,687.40	\$ 80,248.75
POL	007	4	\$ 39.55	\$6,854.61	\$ 82,255.29
POL	007	5	\$ 40.53	\$7,025.95	\$ 84,311.38
POL	007	6	\$ 41.55	\$7,201.60	\$ 86,419.16
POL	007	7	\$ 42.59	\$7,381.64	\$ 88,579.71
POL	008	1	\$ 45.70	\$7,921.07	\$ 95,052.78
POL	008	2	\$ 46.84	\$8,119.06	\$ 97,428.75
POL	008	3	\$ 48.01	\$8,322.00	\$ 99,863.95
POL	008	4	\$ 49.21	\$8,530.05	\$102,360.56
POL	008	5	\$ 50.44	\$8,743.30	\$104,919.63
POL	008	6	\$ 51.70	\$8,961.85	\$107,542.24
POL	008	7	\$ 53.00	\$9,185.88	\$110,230.55



Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)  
Senior Management Pay Plan**

# **Regulations for the Administration of the Senior Management Compensation Plan**

**Effective July 1, 2005**

## **Section 1.     Administrative Leave**

The City Manager is authorized, in her sole discretion, to grant a period of leave with pay not exceeding one workweek to a new appointee for the purpose of facilitating relocation and transition. This leave must be taken within one year of being granted. Unused leave will not be paid out upon termination.

## **Section 2.     Administrative Salary Adjustments**

(A) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Senior Management Compensation Plan, the City Manager shall take the appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) The City Manager may authorize one pay advancement per fiscal year for each employee who has rendered continuing, exceptionally meritorious service. Written recommendations must be submitted by Department Heads and contain an endorsement from the Director of Human Resources. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

## **Section 3.     Definitions**

**"Pay Grade"** - The compensation limits authorized for a specific classification shown as minimum and maximum rates.

**"Salary"** - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

**"Employee"** - Employees and officers of the City whose compensation is governed by this Senior Management Compensation Plan, i.e., whose job titles are listed herein.

## **Section 4.     Demotions**

When an employee whose position is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position to which he or she is demoted, at the discretion of the City Manager.



## **Section 5. Inclusiveness of Specified Compensation**

The compensation specified in the Senior Management Compensation Plan constitutes the total monetary compensation of persons holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. When authorized in advance by the City Manager, reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing of up to six months of newly hired employees governed by this Plan, may be authorized by the City Manager to be reimbursed, to the extent the sums authorized do not exceed the appropriation for recruitment expenses.

## **Section 6. New Appointees**

The City Manager, at her discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the position. Employment at a salary higher than the minimum limit of a pay grade shall be at the discretion of the City Manager and based on objective criteria. Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as specifically authorized by ordinance.

## **Section 7. Overtime Eligibility**

Employees occupying positions whose titles are listed in this Plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek.

## **Section 8. Progression Within Pay Grades**

A) Employees whose positions are listed in this Plan or who are serving in Temporary Acting status in positions within this Plan in accordance with the provisions of Section 10, shall be eligible to receive the following increases, on July 1, 2005, if the City Manager approves the necessary ratings.

Although an employee must receive at least a "Competent" rating to be eligible for an increase, such rating alone does not guarantee an increase. The performance management process is just one tool to be used to determine if performance is satisfactory and an increase should be awarded. Senior Management performance evaluations must be completed by June 30, using the City's Senior Management Performance Management System.

Performance Rating	Pay Increase
Competent	Up to 4%
Commendable	3.5% to 5%
Outstanding	4% to 6%

- 1) The actual percentage granted will be based on the employee's placement in the applicable performance category, as determined by using the City's Senior Management Performance Management System.
- 2) If an employee's pay rate is near pay grade maximum, the employee shall receive any portion of the approved increase, which does not exceed the maximum.
- 3) If an employee's pay rate is at or above pay grade maximum, no increase will be granted.

4) All pay rate increases within each pay grade, to the extent authorized by City Council, will be effective on July 1st of each year and will be based on performance ratings obtained through the City's Senior Management Performance Management System process, except as specified in paragraph B) below.

5) In no event shall the aggregate amount of salary increases of employees under this Plan within a department exceed the equivalent of what it would cost for each member of this plan to receive a 1.5% general wage increase and a 2.5% step increase, unless approved by the City Manager.

B) The compensation of any employee whose position is listed in this Plan who fails to obtain a "Competent", "Commendable" or "Outstanding" rating on the City's Senior Management Performance Management system shall remain fixed at the employee's rate of compensation immediately prior to the effective date of this Plan. At any time during the operative duration of this Plan, the City Manager may reevaluate such employee, using the City's Senior Management Performance Management System. If upon reevaluation, the employee receives a "Competent", "Commendable" or "Outstanding" rating on the City's Senior Management Performance Management System, his or her salary shall be adjusted at that time in accordance with the provisions contained in paragraph A of this Plan, except that any change shall be effective as of the date of the reevaluation. Department directors who rate a senior manager's performance below "Competent" must state the reasons for this rating. The performance management form is just one of a number of tools used to determine if performance is satisfactory and an increase should be awarded.

C) When an employee whose position is listed in this plan has rendered exceptionally meritorious service, the City Manager may authorize a monetary exemplary performance award not exceeding 5% of the employee's salary, in addition to any other salary increase that the employee receives during the course of a fiscal year. No more than one such

award may be authorized during any one fiscal year. The exemplary performance award shall not be included in an employee's base wages or retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

## **Section 9. Promotions and Regrades**

(1) When an employee is promoted to a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade or at a pay rate which is 10% above the employee's former salary.

(2) When an employee is promoted to a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade or at a pay rate which is 5% above the employee's former salary.

(3) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or she is regraded; and, if the employee's former salary exceeds the minimum rate of the classification to which he or she is regraded, the employee's salary shall stay the same.

(4) The City Manager may authorize the salary of an employee to be at any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

(5) Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

## **Section 10. Temporary Acting Service**

A) (1) Whenever an employee is legally assigned to serve in a temporary acting capacity in a position included in this Plan, such employee, during the period of such service, shall be compensated at the minimum salary of the pay grade of the position in this Plan, or as provided under item A) (2).

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased by 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to 5% above the former salary.

B) Any special duty and education supplements authorized under the regulations of the compensation plan in which the employee's permanent position is included, shall be continued during the employee's term of temporary acting service, to the extent that they continue to be authorized for the employee's permanent position.

C) When temporary acting service is discontinued, an employee's compensation shall revert to the salary previously paid prior to such service. The employee will also be credited with any pay increments authorized by City Council for the employee's permanent position during the term of temporary acting service.

#### **Section 11. Transfers and Reassignments**

When a person occupying a position whose classification is included in this Plan is transferred or reassigned to a position in a different pay grade, when the transfer is of a permanent nature, is for the purpose of career advancement of the employee, or is for the purpose of enhancing the operational effectiveness of the city government, the salary of the affected employee may be adjusted by the City Manager, at her discretion and upon objective criteria, to any specific dollar amount in the new pay grade. Should the salary of an employee prior to a transfer or reassignment exceed the maximum limit of the pay grade of the position to which the transfer or reassignment is made, the City Manager may continue the employee's salary prior to transfer or reassignment, except that in such circumstance, the salary shall be no higher than 5% above the maximum limit of the pay grade to which the transfer or reassignment is made. Any employee whose salary exceeds the maximum limit of a pay grade shall not receive any pay adjustments until the maximum limit of the pay grade of the position exceeds the salary established by this provision.

Employees transferred or reassigned for temporary periods, shall receive such compensation as is specified by Section 10.

#### **Section 12. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

# SENIOR MANAGEMENT PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
000123	Administrative Services Manager	SRM	003	\$50,219.00	\$88,386.00
100284	Arts Manager	SRM	001	\$44,801.00	\$78,849.00
000016	Assistant Director of Business Services	SRM	006	\$60,236.00	\$106,016.00
000006	Assistant Director of Cultural Affairs, Arts & Entertainment	SRM	006	\$60,236.00	\$106,016.00
000039	Assistant Director of Customer Services & Management	SRM	007	\$64,181.00	\$112,959.00
000005	Assistant Director of Development	SRM	006	\$60,236.00	\$106,016.00
000048	Assistant Director of Finance / City Controller	SRM	006	\$60,236.00	\$106,016.00
000008	Assistant Director of Human Resources	SRM	006	\$60,236.00	\$106,016.00
000078	Assistant Director of Human Services	SRM	006	\$60,236.00	\$106,016.00
000017	Assistant Director of Information Technology	SRM	007	\$64,181.00	\$112,959.00
800700	Assistant Director of Maritime Center	SRM	005	\$56,613.00	\$99,638.00
000324	Assistant Director of Marketing	SRM	004	\$53,282.00	\$93,778.00
000018	Assistant Director of Neighborhood Preservation	SRM	006	\$60,236.00	\$106,016.00
000325	Assistant Director of Planning	SRM	006	\$60,236.00	\$106,016.00
000013	Assistant Director of Public Works	SRM	007	\$64,181.00	\$112,959.00
000043	Assistant Director of Recreation, Parks & Open Spaces	SRM	006	\$60,236.00	\$106,016.00
000014	Assistant Director of Utilities	SRM	007	\$64,181.00	\$112,959.00
100215	Budget Team Leader	SRM	004	\$53,282.00	\$93,778.00
100192	Business Development Manager	SRM	002	\$47,398.00	\$83,423.00
200420	Chief of Neighborhood Preservation	SRM	003	\$50,219.00	\$88,386.00
000049	City Engineer	SRM	007	\$64,181.00	\$112,959.00
100250	City Planning Manager	SRM	003	\$50,219.00	\$88,386.00
100252	City Surveyor	SRM	004	\$53,282.00	\$93,778.00
100233	City Transportation Engineer	SRM	006	\$60,236.00	\$106,016.00
000095	Code Official	SRM	006	\$60,236.00	\$106,016.00
000085	Engineering Manager	SRM	006	\$60,236.00	\$106,016.00
000143	Enterprise Solutions Manager	SRM	006	\$60,236.00	\$106,016.00
000100	Environmental Services Manager	SRM	005	\$56,613.00	\$99,638.00
000087	Executive Manager of Retirement Systems	SRM	006	\$60,236.00	\$106,016.00
100871	Facilities Maintenance Manager	SRM	005	\$56,613.00	\$99,638.00
000091	Fleet Maintenance Manager	SRM	005	\$56,613.00	\$99,638.00
100327	Library Public Services Administrator	SRM	006	\$60,236.00	\$106,016.00
000009	Library Support Services Administrator	SRM	006	\$60,236.00	\$106,016.00
000097	MacArthur Memorial Director	SRM	004	\$53,282.00	\$93,778.00
100319	Management Services Administrator	SRM	004	\$53,282.00	\$93,778.00
000103	Manager of Applications Development	SRM	006	\$60,236.00	\$106,016.00
000251	Manager of Broadcast Services	SRM	002	\$47,398.00	\$83,423.00
100875	Manager of Budget & Accounting	SRM	004	\$53,282.00	\$93,778.00
100409	Manager of Cruise Operations & Marketing	SRM	002	\$47,398.00	\$83,423.00



<b>SENIOR MANAGEMENT PAY SYSTEM</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
100302	Manager of Geographic Information & Technology Planning	SRM	005	\$56,613.00	\$99,638.00
000101	Manager of Microcomputers & Radio Communication Systems	SRM	006	\$60,236.00	\$106,016.00
000157	Manager of Public Relations	SRM	002	\$47,398.00	\$83,423.00
000252	Manager of Publications & Direct Communications	SRM	002	\$47,398.00	\$83,423.00
100193	Manager of Real Estate	SRM	005	\$56,613.00	\$99,638.00
100191	Manager of Special Districts & Programs	SRM	001	\$44,801.00	\$78,849.00
000104	Manager of Technical Support & Operations	SRM	006	\$60,236.00	\$106,016.00
000327	Manager of the Office of Cultural Affairs & Special Events	SRM	006	\$60,236.00	\$106,016.00
000010	Parking Director	SRM	004	\$53,282.00	\$93,778.00
000122	Police Planning Manager	SRM	003	\$50,219.00	\$88,386.00
000041	Principal Analyst	SRM	005	\$56,613.00	\$99,638.00
000109	Purchasing Agent	SRM	005	\$56,613.00	\$99,638.00
100402	Senior Business Development Manager-Commercial	SRM	002	\$47,398.00	\$83,423.00
100324	Senior Business Development Manager-Finance	SRM	003	\$50,219.00	\$88,386.00
100401	Senior Business Development Manager-Maritime	SRM	002	\$47,398.00	\$83,423.00
100404	Senior Projects Manager	SRM	001	\$44,801.00	\$78,849.00
000125	Storm Water Engineer	SRM	005	\$56,613.00	\$99,638.00
000141	Streets Engineer	SRM	005	\$56,613.00	\$99,638.00
000127	Superintendent of Cemeteries	SRM	004	\$53,282.00	\$93,778.00
000130	Superintendent of Parks and Forestry	SRM	004	\$53,282.00	\$93,778.00
000132	Superintendent of Recreation	SRM	003	\$50,219.00	\$88,386.00
000138	Superintendent of Virginia Zoological Park	SRM	006	\$60,236.00	\$106,016.00
000134	Superintendent of Waste Management	SRM	005	\$56,613.00	\$99,638.00
800510	Towing Operations Manager	SRM	001	\$44,801.00	\$78,849.00
800610	Utility Customer Services Manager	SRM	004	\$53,282.00	\$93,778.00
100332	Utility Operations Manager	SRM	005	\$56,613.00	\$99,638.00
100399	Water Production Manager	SRM	005	\$56,613.00	\$99,638.00
100333	Water Quality Manager	SRM	003	\$50,219.00	\$88,386.00

<b>SENIOR MANAGEMENT PAY SCHEDULE</b>				
<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Midpoint</b>	<b>Maximum Annual</b>
<b>SRM</b>	<b>1</b>	\$44,801.00	\$61,825.00	\$78,849.00
<b>SRM</b>	<b>2</b>	\$47,398.00	\$65,410.50	\$83,423.00
<b>SRM</b>	<b>3</b>	\$50,219.00	\$69,302.50	\$88,386.00
<b>SRM</b>	<b>4</b>	\$53,282.00	\$73,530.00	\$93,778.00
<b>SRM</b>	<b>5</b>	\$56,613.00	\$78,125.50	\$99,638.00
<b>SRM</b>	<b>6</b>	\$60,236.00	\$83,126.00	\$106,016.00

<b>SRM</b>	<b>7</b>	<b>\$64,181.00</b>	<b>\$88,570.00</b>	<b>\$112,959.00</b>
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Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**LAW Pay Plan**

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# **Regulations for the Administration of the Law Compensation Plan**

**Effective July 1, 2005**

## **Section 1. Administrative Salary Adjustments**

Whenever it is brought to the attention of the City Attorney that an error or mistake has been made in the application of the FY 2006 Law Compensation Plan, the City Attorney shall initiate its immediate correction by notifying the Director of Human Resources. Pending the City Manager's review of this corrective action, the Director of Human Resources shall immediately act to correct any such error or mistake.

## **Section 2. Definitions**

**"Pay Grade"** - The compensation limits authorized for a specific classification shown as minimum and maximum rates.

**"Salary"** - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

**"Employee"** - Employees of the City whose compensation is governed by this Law Compensation Plan, i.e., whose job titles are listed herein.

## **Section 3. Demotions**

When an employee whose position is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position to which he or she is demoted, at the discretion of the City Attorney.

## **Section 4. Executive Leave**

Anything in this Plan or any other ordinance or regulation to the contrary notwithstanding, the City Attorney is authorized, in his sole discretion, to grant a period of leave with pay not exceeding two work weeks to a new appointee for the purpose of facilitating relocation and transition. This leave must be taken within one year of being granted. Unused leave of this type will not be paid out upon termination.

## **Section 5. Inclusiveness of Specified Compensation**

The compensation specified in the Law Compensation Plan constitutes the total monetary compensation of officers holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance or regulation. When authorized in advance by the City Attorney, reimbursement for reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing for no more than six months of newly hired employees governed by this Plan may be approved, to the extent the sums authorized do not exceed the appropriation for recruitment expenses.

## **Section 6. New Appointees**

The City Attorney, at his discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the title. Employment at a salary higher than the minimum limit of a pay grade is to be based on the qualifications of the candidate for the position (i.e., the candidate's education and relevant work experience), the market conditions which affect the availability of highly qualified candidates for the position, the assessment of the ability of the candidate to perform the duties required of the position, the necessity to offer a higher salary to employ the person, and other relevant factors which should be considered. Notwithstanding any other provisions contained in these regulations, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

## **Section 7. Overtime Eligibility**

Employees occupying positions whose titles are listed in this Plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek.

## **Section 8. Progression Within Pay Grades**

A) Employees whose titles are listed in this Plan shall be eligible to receive an increase in salary within the pay grade to which their position title is assigned, at the discretion of the City Attorney, not exceeding 12% of their current salary, subject to the availability of funds appropriated for that purpose. In no event shall the aggregate amount of salary increases under this subsection for members within this plan exceed an amount equal to the cost of giving each member a 4% increase pursuant to this subsection. Any such increase, which shall not exceed the maximum rate of the pay range, shall be based upon performance, as determined



by the City Attorney. No increase shall be granted to an employee whose current salary is at or above the maximum rate of their current pay range.

B) All pay increases within each pay grade under this section will be effective on July 1<sup>st</sup>.

C) At the discretion of the City Attorney, the compensation of any employee whose title is listed in this plan who fails to perform satisfactory work shall be reduced or remain fixed at the employee's rate of compensation immediately prior to the effective date of this plan. At any time during the operative duration of this plan, the City Attorney may reevaluate such employee. If upon reevaluation, the employee's work is satisfactory, his or her salary may, at the discretion of the City Attorney, be adjusted at that time in accordance with the provisions contained in paragraph A of this section, except that any change shall be effective as of the date of the reevaluation.

D) When an employee whose title is listed in this plan has rendered exceptionally meritorious service, the City Attorney may, at his discretion, if funds are available, may authorize a monetary exemplary performance award that is in addition to any other salary increase which the employee may receive during the course of a fiscal year. Said award shall not exceed 5% of the employee's salary, but not more than one such award may be authorized during any one fiscal year. In no case shall the exemplary performance award be included in an employee's base wages or in an individual's retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the Department of Law.

## **Section 9. Promotions**

The City Attorney shall have the sole authority to make promotions. When an employee is promoted, the employee's salary shall be increased to the minimum pay rate of the new classification, or, at the discretion of the City Attorney, to any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, if funds are available.

## **Section 10. Salary Reductions**

When it is determined by the City Attorney, in his sole discretion, that the salary of an employee whose title is included in this Plan should be reduced, his or her salary shall be reduced by the City Attorney to any specific dollar amount within the pay grade assigned to the position which he or she holds.

## **Section 11. Leave of Absence and Leave Carryover**

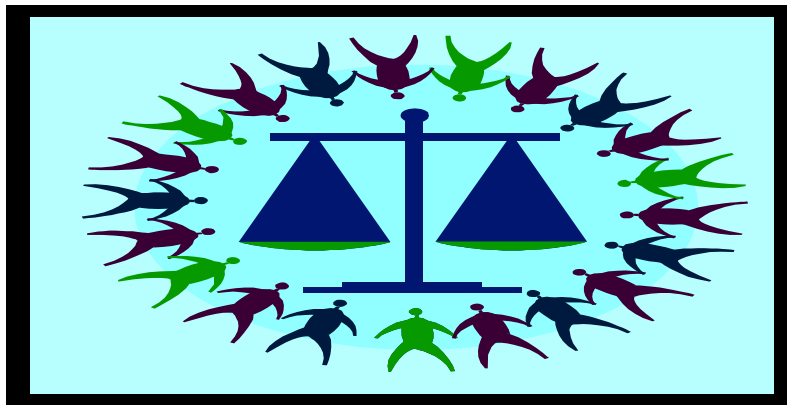
Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such

accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.



<b>LAW PAY SYSTEM</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
100181	Assistant City Attorney I	LAW	1	\$48,737	\$77,492
100182	Assistant City Attorney II	LAW	2	\$57,084	\$90,761
100183	Assistant City Attorney III	LAW	3	\$66,915	\$106,395
100282	Chief Deputy City Attorney	LAW	7	\$87,372	\$138,922
100275	Deputy City Attorney I	LAW	4	\$74,428	\$118,342
100276	Deputy City Attorney II	LAW	5	\$78,507	\$124,827
100279	Senior Deputy City Attorney	LAW	6	\$82,818	\$131,680

<b>LAW PAY SCHEDULE</b>				
<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Midpoint</b>	<b>Maximum Annual</b>
LAW	001	\$48,737.00	\$63,114.50	\$77,492.00
LAW	002	\$57,084.00	\$73,922.50	\$90,761.00
LAW	003	\$66,915.00	\$86,655.00	\$106,395.00
LAW	004	\$74,428.00	\$96,385.00	\$118,342.00
LAW	005	\$78,507.00	\$101,667.00	\$124,827.00
LAW	006	\$82,818.00	\$107,249.00	\$131,680.00
LAW	007	\$87,372.00	\$113,147.00	\$138,922.00





Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Council Appointee Pay Plan**

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# **Regulations for the Administration of the City Council Appointee Compensation Plan**

**Effective July 1, 2005**

## **Section 1.           Additional Adjustments**

(A) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Council Appointee Compensation Plan, the City Manager shall take the appropriate corrective action. Such errors shall also be reported to the Director of Finance to the extent they have tax consequences, so that any necessary action can be taken to correctly state the officer's compensation. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) The City Council may authorize a monetary exemplary performance award that is in addition to any other salary increase which the Council Appointee receives during the course of a fiscal year. The exemplary performance award shall not be regarded the same as salary and shall not become a part of the employee's base salary.

(C) The City Council may grant to current employees periods of leave in addition to the amount otherwise provided by ordinance. The granting of such additional leave shall be based on consideration of performance or other factors related to the organization's operational effectiveness and efficiency.

## **Section 2.           Definitions**

**"Pay Grade"** - The compensation limits authorized for a specific classification shown as minimum and maximum rates. The minimum and maximum rates shall be increased annually by the percentage amount of the general wage adjustment (GWI), if any.

**"Salary"** - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

**"Employee"** – Officers of the City whose compensation is governed by this Compensation Plan, i.e., whose job titles are listed herein.



**Section 3.****Inclusiveness of Specified Compensation**

The compensation specified in this Council Appointee Compensation Plan constitutes the total compensation of persons holding positions included in this Plan. It includes the use of a City car by the City Assessor and, for the City Manager and City Attorney, either a monthly car allowance of \$833.33 or use of a City car. The City Manager and City Attorney may elect either the car allowance or use of a City car. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation as defined in Chapter 37 of the Code of the City of Norfolk, 1979, as amended, for the calculation of retirement pension benefits under the Employees' Retirement System of the City of Norfolk. Council appointees shall also receive the use of a cell phone.

This Plan also includes additional compensation to the City Manager and the City Attorney as follows: First, a contribution to the City Manager's and the City Attorney's Section 457 account, established pursuant to and governed by section 457 of the Internal Revenue Code, in an amount equal to the maximum allowable, including "catch up" contributions and cost of living adjustments authorized there under; second, a contribution to the City Manager's 457 account, to the extent permissible under law, equal to the maximum allowable catch up contributions for each previous tax year she was eligible for them while in the employee of the City; third, a contribution to the City Manager's section 401 account, as provided for in the City's Section 401(a) Money Purchase Plan and Trust, established pursuant to and governed by section 401 of the Internal Revenue Code, in an amount equal to the difference, as applied to her salary for fiscal year 2005-2006 between the accrual rates of the General Employee and the Public Safety Employee portions of the City's Employees' Retirement System, as determined by its actuary; fourth, the assumption of the entire costs of the City Manager's health and dental insurance; and fifth, the assumption of the entire cost of the City Manager's long-term disability insurance. No other or additional compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. The position of City Manager will not be limited by a pay grade, but will otherwise be established in accordance with this Plan. The members of this plan and the executive plan shall receive the same Retiree Health Care Insurance Benefit option upon retirement as the members of all other plans, except that the members of this plan shall be eligible for it upon retirement from service to the City regardless of their years of creditable service under the Employees' Retirement System of the City of Norfolk.

**Section 4.****New Appointees**

The City Council, at its discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade or at a rate assigned to the position. Employment at a salary higher than the minimum limit of a pay grade is to be based on the qualifications of the candidate for the position (i.e., the candidate's education and relevant work experience), the market conditions which affect the availability of highly qualified candidates for the position, the assessment of the ability of the candidate to perform the duties required of the position, the necessity to offer a higher salary to employ the person, and other relevant factors which should be considered. No employee whose position is included within this Plan shall be paid a salary that exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

## **Section 5. Progression Within Pay Grades**

Effective July 1, 2005, based on City Council's determination of overall performance, each member of this plan is authorized to receive 4% (i.e., the equivalent of the total pay percentage available to general employees), provided that they do not exceed the maximum for their respective pay grade.

## **Section 6. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. The City Assessor, City Auditor, and City Clerk may accrue leave in excess of fifty (50) work days during the year from October 1 through September 30th, which may not be carried over to another such year, and any such accrued leave in excess of fifty (50) work days shall be forfeited at the end of such year. The City Manager and City Attorney may accrue unlimited amounts of such leave during the year from October 1 through September 30th, and may carry over unlimited amounts at the end of such year into the next.

<b>CITY COUNCIL APPOINTEE PAY SYSTEM</b>						
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>000110</b>	<b>City Assessor</b>	<b>CCA</b>	<b>002</b>	<b>\$ 68,482.00</b>	<b>\$94,505</b>	<b>\$120,528.00</b>
<b>000042</b>	<b>City Attorney</b>	<b>CCA</b>	<b>003</b>	<b>\$123,196.00</b>	<b>\$159,539</b>	<b>\$195,882.00</b>
<b>000044</b>	<b>City Auditor</b>	<b>CCA</b>	<b>001</b>	<b>\$ 60,236.00</b>	<b>\$83,126</b>	<b>\$106,016.00</b>
<b>000046</b>	<b>City Clerk</b>	<b>CCA</b>	<b>002</b>	<b>\$ 68,482.00</b>	<b>\$94,505</b>	<b>\$120,528.00</b>
<b>000050</b>	<b>City Manager</b>	<b>CCA</b>				

<b>CITY COUNCIL APPOINTEE PAY SCHEDULE</b>				
<b>Plan</b>	<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>CCA</b>	<b>001</b>	<b>\$ 60,236.00</b>	<b>\$83,126</b>	<b>\$106,016.00</b>
<b>CCA</b>	<b>002</b>	<b>\$ 68,482.00</b>	<b>\$94,505</b>	<b>\$120,528.00</b>
<b>CCA</b>	<b>003</b>	<b>\$123,196.00</b>	<b>\$159,539</b>	<b>\$195,882.00</b>



Managing the Momentum

City of Norfolk

**Compensation Plan (FY2006)**

**Executive Pay Plan**

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# **Regulations for the Administration of the Executive Compensation Plan**

**Effective July 1, 2005**

## **Section 1. Administrative Salary Adjustments**

(A) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Executive Compensation Plan, the City Manager shall take the appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) When the City Manager determines that an employee has rendered continuing, exceptionally meritorious service, the City Manager may authorize one pay advancement per fiscal year.

## **Section 2. Definitions**

**"Pay Grade"** - The compensation limits authorized for a specific classification shown as minimum and maximum rates.

**"Salary"** - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

**"Employee"** - Employees and officers of the City whose compensation is governed by this Executive Compensation Plan, i.e., whose job titles are listed herein.

## **Section 3. Demotions**

When an employee whose position is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position to which he or she is demoted, at the discretion of the City Manager.

## **Section 4. Executive Compensation Adjustments**

A) Annually, the City Manager shall review individual employees' salaries for the purpose of making a compensation adjustment, based on consideration of factors such as performance, market conditions, and total increases authorized by City Council for general employees. The actual percentage granted shall not exceed the maximum rate of the pay grade.



B) All pay rate increases within each pay grade, to the extent authorized by City Council, will be effective on July 1st of each year and will be based on performance.

C) The compensation of any employee whose position is listed in this plan whose performance is evaluated by the City Manager as less than "Competent" shall remain fixed at the employee's rate of compensation immediately prior to the effective date of this plan. At any time during the operative duration of this plan, the City Manager may reevaluate such employee. If upon reevaluation, the employee's performance is competent, his or her salary shall be adjusted at that time in accordance with the provisions contained in paragraph A of this section, except that any change shall be effective as of the date of the reevaluation.

D) When an employee whose position is listed in this plan has rendered exceptionally meritorious service, the City Manager, in her best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which the employee receives during the course of a fiscal year not exceeding 5% of the employee's salary at that time; provided, however, that not more than one such award may be authorized during any one fiscal year. In no case shall the exemplary performance award be included in an employee's base wages or in an individual's retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

E) In no event shall the aggregate amount of salary increases for members within this Plan exceed the equivalent of what it would cost for each member of this Plan to receive a 4% increase.

## **Section 5. Executive Leave**

Anything to the contrary in this Plan or any other ordinance or regulation notwithstanding, the City Manager is authorized, in her sole discretion, to grant a period of leave with pay not exceeding two work weeks to a new appointee for the purpose of facilitating recruitment and transition or to current employees, based on consideration of the past year's work plan and performance. This leave must be taken within one year of being granted. The City Manager may approve, in writing, an additional extension of up to six months for taking such leave. Unused leave will not be paid out upon termination.

The compensation specified in the Executive Compensation Plan constitutes the total monetary compensation of persons holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. When authorized in advance by the City Manager, reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing up to six months of newly hired employees governed by this Plan, may be reimbursed, to the extent the sums authorized do not exceed the total appropriation for recruitment expenses for fiscal year 2006. The members of this plan and the appointee plan shall receive the same Retiree Health Care Insurance Benefit option upon retirement as the members of all other plans, except that the members of this plan shall be eligible for it upon retirement from



service to the City regardless of their years of creditable service under the Employees' Retirement System of the City of Norfolk.

#### **Section 6. Inclusiveness of Specified Compensation**

The compensation specified in the Executive Compensation Plan constitutes the total monetary compensation of persons holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. When authorized in advance by the City Manager, reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing up to six months of newly hired employees governed by this Plan, may be reimbursed, to the extent the sums authorized do not exceed the total appropriation for recruitment expenses for fiscal year 2006. The members of this plan and the appointee plan shall receive the same Retiree Health Care Insurance Benefit option upon retirement as the members of all other plans, except that the members of this plan shall be eligible for it upon retirement from service to the City regardless of their years of creditable service under the Employees' Retirement System of the City of Norfolk.

#### **Section 7. New Appointees**

The City Manager, at her discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the position. The City Manager, at her discretion and upon objective criteria, may authorize employment at a salary higher than the minimum limit of a pay grade. Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

#### **Section 8. Overtime Eligibility**

Employees occupying positions whose titles are listed in this plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek.

#### **Section 9. Promotions and Regrades**

When an employee is promoted to a position whose classification title is included in this Plan, the City Manager may authorize, at her discretion and upon objective criteria, the salary of the employee to be at any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

When an employee's classification is assigned to a higher pay grade, at the discretion of the City Manager and upon objective criteria, the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or

she is regraded; or, if above the minimum pay rate, shall stay the same, subject to the availability of funds for that purpose.

## **Section 10. Temporary Acting Service**

A) Whenever an employee is legally assigned to serve in a temporary acting capacity in a higher ranking or higher compensated position in this Plan, the City Manager may authorize, at her discretion and upon objective criteria, the salary of the employee to be at any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

B) (1) Whenever an employee whose permanent position is not included in this Plan is legally assigned to serve in a temporary acting capacity in a position included in this Plan, such employee, during the period of such service, shall be compensated at the minimum salary of the pay grade of the position in this Plan, or as provided under item B) (2).

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the pay rate which is 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is 5% above the former salary.

C) Any special duty and education supplements authorized under the regulations of the compensation plan in which the employee's permanent position is included, shall be continued during the employee's term of temporary acting service, to the extent that they continue to be authorized for the employee's permanent position.

D) When temporary acting service is discontinued, an employee's compensation shall revert to the salary previously paid prior to such service.

## **Section 11. Transfers and Reassignments**

When a person occupying a position whose classification is included in this Plan is transferred or reassigned to a position in a different pay grade, when the transfer is of a permanent nature, is for the purpose of career advancement of the employee, or is for the purpose of enhancing the operational effectiveness of the city government, the salary of the affected employee may be adjusted by the City Manager, at her discretion and upon objective criteria, to any specific dollar amount in the new pay grade. Should the salary of an employee prior to a transfer or reassignment exceed the maximum limit of the pay grade of the position to which the transfer or reassignment is made, the City Manager may continue the employee's salary prior to transfer or reassignment. Any employee whose

salary exceeds the maximum limit of a pay grade shall not receive any pay adjustments until the maximum limit of the pay grade of the position exceeds the salary established by this provision.

Employees transferred or reassigned for temporary periods, in accordance with the Executive Rotation Policy, shall receive such compensation as is specified by Section 10.

## **Section 12. Leave of Absence and Leave Carryover**

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of fifty (50) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of fifty (50) days shall be forfeited at the end of such year.

<b>EXECUTIVE PAY SYSTEM</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
000002	Assistant City Manager	EXE	004	\$ 89,463.00	\$ 143,141.00
100426	Assistant to the City Manager	EXE	001	\$ 60,789.00	\$ 104,990.00
000066	Chief of Fire-Rescue	EXE	003	\$ 79,949.00	\$ 138,253.00
000040	Chief of Police	EXE	003	\$ 79,949.00	\$ 138,253.00
000575	Director of Budget & Management	EXE	003	\$ 79,949.00	\$ 138,253.00
000054	Director of Communications	EXE	001	\$ 60,789.00	\$ 104,990.00
000065	Director of Cultural Affairs, Arts & Entertainment	EXE	003	\$ 79,949.00	\$ 138,253.00
000067	Director of Development	EXE	003	\$ 79,949.00	\$ 138,253.00
000068	Director of Finance & Business Services	EXE	003	\$ 79,949.00	\$ 138,253.00
000070	Director of Human Resources	EXE	003	\$ 79,949.00	\$ 138,253.00
000071	Director of Human Services	EXE	003	\$ 79,949.00	\$ 138,253.00
000072	Director of Information Technology	EXE	003	\$ 79,949.00	\$ 138,253.00
000003	Director of Intergovernmental Relations	EXE	001	\$ 60,789.00	\$ 104,990.00
000056	Director of the Office of Emergency Preparedness and Response	EXE	001	\$ 60,789.00	\$ 104,990.00
000073	Director of Libraries	EXE	003	\$ 79,949.00	\$ 138,253.00
000084	Director of Maritime Center	EXE	003	\$ 79,949.00	\$ 138,253.00
000045	Director of Neighborhood Preservation	EXE	003	\$ 79,949.00	\$ 138,253.00
000075	Director of Planning	EXE	003	\$ 79,949.00	\$ 138,253.00
000076	Director of Public Works	EXE	003	\$ 79,949.00	\$ 138,253.00
000081	Director of Recreation/Parks & Open Space	EXE	003	\$ 79,949.00	\$ 138,253.00
000121	Director of the Office on Homelessness	EXE	001	\$ 60,789.00	\$ 104,990.00
000077	Director of Utilities	EXE	003	\$ 79,949.00	\$ 138,253.00
000142	Director of Virginia Zoological Park	EXE	002	\$ 70,861.00	\$ 113,378.00
000120	Manager of the Office of Grants Management	EXE	001	\$ 60,789.00	\$ 104,990.00

<b>EXECUTIVE PAY SCHEDULE</b>			
<b>Pay Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>EXE - 1</b>	<b>\$60,789.00</b>	<b>\$82,889.50</b>	<b>\$104,990.00</b>
<b>EXE - 2</b>	<b>\$70,861.00</b>	<b>\$92,119.50</b>	<b>\$113,378.00</b>
<b>EXE - 3</b>	<b>\$79,949.00</b>	<b>\$109,101</b>	<b>\$138,253.00</b>
<b>EXE - 4</b>	<b>\$89,463.00</b>	<b>\$116,302</b>	<b>\$143,141.00</b>

# Norfolk's Pay Schedule Summary

OPS PAY SCHEDULE			
Plan	Grade	Minimum	Maximum
OPS	001	\$15,581.67	\$24,911.05
OPS	002	\$16,750.26	\$26,779.74
OPS	003	\$18,023.33	\$28,815.36
OPS	004	\$19,410.58	\$31,034.08
OPS	005	\$20,923.83	\$33,450.98
OPS	006	\$22,577.09	\$36,091.91
OPS	007	\$24,383.30	\$38,982.71
OPS	008	\$26,357.53	\$42,135.23
OPS	009	\$28,519.18	\$45,595.78
OPS	010	\$30,886.53	\$49,374.07
OPS	011	\$33,481.14	\$53,527.16
OPS	012	\$36,326.70	\$58,071.24
OPS	013	\$39,450.14	\$63,068.75
OPS	014	\$42,882.69	\$68,554.15
OPS	015	\$46,655.59	\$74,583.47

MAP PAY SCHEDULE			
Plan	Grade	Minimum	Maximum
MAP	001	\$27,267.64	\$43,590.31
MAP	002	\$28,876.75	\$46,162.31
MAP	003	\$30,603.27	\$48,921.71
MAP	004	\$32,456.87	\$51,887.90
MAP	005	\$34,449.40	\$55,073.81
MAP	006	\$36,592.73	\$58,498.82
MAP	007	\$38,897.62	\$62,185.57
MAP	008	\$41,379.13	\$66,148.03
MAP	009	\$44,051.29	\$70,424.98
MAP	010	\$46,932.39	\$75,027.22
MAP	011	\$50,039.68	\$79,996.72
MAP	012	\$53,393.62	\$85,356.11
MAP	013	\$57,014.65	\$91,145.25
MAP	014	\$60,926.50	\$97,400.75

INFORMATION TECHNOLOGY OPS			
Plan	Grade	Minimum	Maximum
ITO	001	\$24,601.95	\$39,329.50
ITO	002	\$26,063.49	\$41,669.94
ITO	003	\$27,629.53	\$44,169.77
ITO	004	\$29,309.73	\$46,857.00
ITO	005	\$31,111.63	\$49,734.88
ITO	006	\$33,047.08	\$52,832.48
ITO	007	\$35,125.79	\$56,155.17
ITO	008	\$37,359.58	\$59,725.58
ITO	009	\$39,761.41	\$63,564.18
ITO	010	\$42,346.33	\$67,700.05
ITO	011	\$45,127.27	\$72,142.87

INFORMATION TECHNOLOGY MAP			
Plan	Grade	Minimum	Maximum
ITM	001	\$38,995.62	\$62,341.74
ITM	002	\$41,569.77	\$66,454.98
ITM	003	\$44,333.47	\$70,873.04
ITM	004	\$47,303.97	\$75,622.82
ITM	005	\$50,497.43	\$80,724.81
ITM	006	\$53,932.14	\$86,217.74
ITM	007	\$57,626.42	\$92,122.13
ITM	008	\$61,603.95	\$98,482.10

SENIOR MANAGEMENT			
Plan	Grade	Minimum	Maximum
SRM	001	\$44,801.00	\$78,849.00
SRM	002	\$47,398.00	\$83,423.00
SRM	003	\$50,219.00	\$88,386.00
SRM	004	\$53,282.00	\$93,778.00
SRM	005	\$56,613.00	\$99,638.00
SRM	006	\$60,236.00	\$106,016.00
SRM	007	\$64,181.00	\$112,959.00

LAW			
Plan	Grade	Minimum	Maximum
LAW	001	\$48,737.00	\$77,492.00
LAW	002	\$57,084.00	\$90,761.00
LAW	003	\$66,915.00	\$106,395.00
LAW	004	\$74,428.00	\$118,342.00
LAW	005	\$78,507.00	\$124,827.00
LAW	006	\$82,818.00	\$131,680.00
LAW	007	\$87,372.00	\$138,922.00

CITY COUNCIL APPOINTEE			
Plan	Grade	Minimum	Maximum
CCA	001	\$60,236.00	\$106,016.00
CCA	002	\$68,482.00	\$120,528.00
CCA	003	\$123,196.00	\$195,882.00

EXECUTIVE			
Plan	Grade	Minimum	Maximum
EXE	001	\$60,789.00	\$104,990.00
EXE	002	\$70,861.00	\$113,378.00
EXE	003	\$79,949.00	\$138,253.00
EXE	004	\$89,463.00	\$143,141.00



## Norfolk's Pay Schedule Summary Public Safety

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300604	Firefighter Recruit	FRS	001	\$30,391.64	\$30,391.64
300614	Firefighter EMT	FRS	002	\$37,472.69	\$46,799.91
300617	Firefighter EMT-Enhanced	FRS	003	\$33,947.50	\$51,657.41
300615	Firefighter EMT-C	FRS	004	\$35,758.01	\$54,411.43
300616	Firefighter EMT-P	FRS	005	\$41,302.66	\$62,847.95
200471	Fire Inspector	FRS	005	\$41,302.66	\$62,847.95
300612	Fire Lieutenant	FRS	006	\$45,772.41	\$66,291.27
200407	Assistant Fire Marshal	FRS	006	\$45,772.41	\$66,291.27
300602	Fire Paramedic Lieutenant	FRS	007	\$48,092.37	\$69,651.66
300611	Fire Captain	FRS	008	\$52,552.44	\$76,112.88
200470	Deputy Fire Marshal	FRS	008	\$52,552.44	\$76,112.88
200493	Fire Arson Investigator	FRS	008	\$52,552.44	\$76,112.88
300609	Battalion Fire Chief	FRS	009	\$65,863.68	\$88,579.71
200444	Fire Marshal	FRS	009	\$65,863.68	\$88,579.71
300601	Assistant Fire Chief	FRS	010	\$80,024.72	\$97,503.07
300606	Deputy Chief of Fire-Rescue	FRS	011	\$84,009.80	\$102,357.33
000066	Chief of Fire-Rescue	EXE	003	\$79,949	\$138,253

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300632	Police Recruit	POL	001	\$30,391.64	\$30,391.64
300629	Police Officer I	POL	002	\$32,311.46	\$32,311.46
300630	Police Officer II	POL	003	\$37,568.54	\$54,411.43
300624	Police Corporal	POL	004	\$44,234.39	\$59,490.78
300635	Police Sergeant	POL	005	\$51,789.89	\$69,651.66
300625	Police Lieutenant	POL	006	\$65,631.04	\$76,112.88
300623	Police Captain	POL	007	\$76,382.14	\$88,579.71
000059	Assistant Chief of Police	POL	008	\$95,052.78	\$110,230.55
000040	Chief of Police	EXE	003	\$79,949	\$138,253

CONSTITUTIONAL OFFICER'S PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
CC0001	Clerk of the Court	COF	011	\$ 78,507.00	\$124,827.00
000052	Commissioner of the Revenue	COF	011	\$ 78,507.00	\$124,827.00
000053	Commonwealth's Attorney	COF	013	\$123,196.00	\$195,882.00
S00001	Sheriff	COF	011	\$ 78,507.00	\$124,827.00
T00001	Treasurer	COF	011	\$ 78,507.00	\$124,827.00

CONSTITUTIONAL OFFICER'S PAY SYSTEM					
Initial salary is set by Electoral Board					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100111	Registrar/Election Administration	COF	000	\$ 20,300.00	\$ 86,275.00

Constitutional Officers Pay Schedule			
Plan	Grade	Minimum Annual Salary	Maximum Annual Salary
COF	000	\$ 20,300.00	\$ 86,275.00
COF	001	\$ 26,358.00	\$ 42,136.00
COF	002	\$ 30,603.00	\$ 48,922.00
COF	003	\$ 30,886.00	\$ 48,922.00
COF	004	\$ 34,449.00	\$ 55,074.00
COF	005	\$ 36,327.00	\$ 58,071.00
COF	006	\$ 41,380.00	\$ 66,148.00
COF	007	\$ 50,040.00	\$ 79,996.00
COF	008	\$ 48,737.00	\$ 77,492.00
COF	009	\$ 57,084.00	\$ 90,762.00
COF	010	\$ 66,915.00	\$106,395.00
COF	011	\$ 78,507.00	\$124,827.00
COF	012	\$ 87,372.00	\$138,922.00
COF	013	\$123,196.00	\$195,882.00

COMMONWEALTH ATTORNEY'S PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100188	Assistant Commonwealth's Attorney I	COF	008	\$ 48,737	\$ 77,492
100189	Assistant Commonwealth's Attorney II	COF	009	\$ 57,084	\$ 90,762
100190	Assistant Commonwealth's Attorney III	COF	010	\$ 66,915	\$106,395
100220	Chief Deputy Commonwealth's Attorney	COF	012	\$ 87,372	\$138,922
800100	CWA Administrative Assistant II	COF	002	\$ 30,603	\$ 48,922
800110	CWA Legal Administrator	COF	007	\$ 50,040	\$ 79,996
800115	CWA Legal Assistant	COF	005	\$ 36,327	\$ 58,071
800120	CWA Legal Secretary I	COF	001	\$ 26,358	\$ 42,136
800125	CWA Legal Secretary II	COF	003	\$ 30,886	\$ 48,922
800130	CWA Paralegal	COF	003	\$ 30,886	\$ 48,922
C00014	CWA Victim Advocate	COF	000	\$ 20,300	\$ 86,275
C00012	CWA Victim/Witness Program Advocate I	COF	000	\$ 20,300	\$ 86,275
C00011	CWA Victim/Witness Program Advocate II	COF	000	\$ 20,300	\$ 86,275
100287	CWA Victim/Witness Program Assistant Director	COF	001	\$ 26,358	\$ 42,136
100271	CWA Victim/Witness Program Director	COF	006	\$ 41,380	\$ 66,148
100280	Deputy Commonwealth's Attorney	COF	011	\$ 78,507	\$124,827



## Treasurer's Pay Schedule

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
T00101	Customer Service Representative - TR	TRO	1	\$22,577.09	\$36,091.91
T00102	Accounting Technician -TR	TRO	1	\$22,577.09	\$36,091.91
T00103	Senior Accounting Technician- TR	TRO	2	\$24,383.30	\$38,982.71
T00104	Security Officer -TR	TRO	2	\$24,383.30	\$38,982.71
T00105	Accountant II -TR	TRO	3	\$33,481.14	\$53,527.16
T00106	Accounting Supervisor -TR	TRO	4	\$44,051.29	\$70,424.98
T00107	Division Accounting Supervisor - TR	TRO	5	\$46,932.39	\$75,027.22
T00108	Accounting Manager -TR	TRO	6	\$53,393.62	\$85,356.11
T00109	Assistant Treasurer - TR	TRO	7	\$57,014.65	\$91,145.25

## Treasurer's Pay Structure

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
TRO	1	1	\$ 10.85	\$1,881.42	\$22,577.09
TRO	1	2	\$ 11.13	\$1,928.46	\$23,141.47
TRO	1	3	\$ 11.40	\$1,976.65	\$23,719.85
TRO	1	4	\$ 11.69	\$2,026.11	\$24,313.30
TRO	1	5	\$ 11.98	\$2,076.73	\$24,920.75
TRO	1	6	\$ 12.28	\$2,128.61	\$25,543.29
TRO	1	7	\$ 12.59	\$2,181.83	\$26,181.98
TRO	1	8	\$ 12.90	\$2,236.40	\$26,836.82
TRO	1	9	\$ 13.22	\$2,292.32	\$27,507.82
TRO	1	10	\$ 13.56	\$2,349.67	\$28,196.06
TRO	1	11	\$ 13.89	\$2,408.37	\$28,900.45
TRO	1	12	\$ 14.24	\$2,468.60	\$29,623.15
TRO	1	13	\$ 14.60	\$2,530.35	\$30,364.16
TRO	1	14	\$ 14.96	\$2,593.62	\$31,123.48
TRO	1	15	\$ 15.34	\$2,658.43	\$31,901.10
TRO	1	16	\$ 15.72	\$2,724.84	\$32,698.12
TRO	1	17	\$ 16.11	\$2,792.97	\$33,515.59
TRO	1	18	\$ 16.52	\$2,862.80	\$34,353.55
TRO	1	19	\$ 16.93	\$2,934.33	\$35,211.95
TRO	1	20	\$ 17.35	\$3,007.66	\$36,091.91

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
TRO	2	1	\$ 11.72	\$2,031.94	\$24,383.30
TRO	2	2	\$ 12.02	\$2,082.74	\$24,992.92
TRO	2	3	\$ 12.32	\$2,134.80	\$25,617.61
TRO	2	4	\$ 12.62	\$2,188.20	\$26,258.45
TRO	2	5	\$ 12.94	\$2,242.96	\$26,915.46
TRO	2	6	\$ 13.26	\$2,299.05	\$27,588.60
TRO	2	7	\$ 13.60	\$2,356.49	\$28,277.91
TRO	2	8	\$ 13.93	\$2,415.37	\$28,984.45
TRO	2	9	\$ 14.28	\$2,475.78	\$29,709.31
TRO	2	10	\$ 14.64	\$2,537.71	\$30,452.48
TRO	2	11	\$ 15.01	\$2,601.16	\$31,213.95
TRO	2	12	\$ 15.38	\$2,666.23	\$31,994.81
TRO	2	13	\$ 15.77	\$2,732.92	\$32,795.06
TRO	2	14	\$ 16.16	\$2,801.22	\$33,614.69
TRO	2	15	\$ 16.56	\$2,871.23	\$34,454.79
TRO	2	16	\$ 16.98	\$2,943.04	\$35,316.43
TRO	2	17	\$ 17.40	\$3,016.63	\$36,199.60
TRO	2	18	\$ 17.84	\$3,092.03	\$37,104.33
TRO	2	19	\$ 18.28	\$3,169.31	\$38,031.66
TRO	2	20	\$ 18.74	\$3,248.56	\$38,982.71
TRO	3	1	\$ 16.10	\$2,790.10	\$33,481.14
TRO	3	2	\$ 16.50	\$2,859.83	\$34,318.00
TRO	3	3	\$ 16.91	\$2,931.37	\$35,176.42
TRO	3	4	\$ 17.33	\$3,004.70	\$36,056.36
TRO	3	5	\$ 17.77	\$3,079.82	\$36,957.85
TRO	3	6	\$ 18.21	\$3,156.83	\$37,881.96
TRO	3	7	\$ 18.67	\$3,235.72	\$38,828.68
TRO	3	8	\$ 19.13	\$3,316.59	\$39,799.10
TRO	3	9	\$ 19.61	\$3,399.52	\$40,794.29
TRO	3	10	\$ 20.10	\$3,484.52	\$41,814.26
TRO	3	11	\$ 20.61	\$3,571.67	\$42,860.08
TRO	3	12	\$ 21.12	\$3,660.98	\$43,931.74
TRO	3	13	\$ 21.65	\$3,752.53	\$45,030.33
TRO	3	14	\$ 22.19	\$3,846.32	\$46,155.85
TRO	3	15	\$ 22.74	\$3,942.45	\$47,309.36
TRO	3	16	\$ 23.31	\$4,041.00	\$48,491.97
TRO	3	17	\$ 23.90	\$4,142.06	\$49,704.72
TRO	3	18	\$ 24.49	\$4,245.64	\$50,947.63
TRO	3	19	\$ 25.11	\$4,351.82	\$52,221.79
TRO	3	20	\$ 25.73	\$4,460.60	\$53,527.16



Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
TRO	4	1	\$ 21.18	\$3,670.94	\$44,051.29
TRO	4	2	\$ 21.71	\$3,762.76	\$45,153.12
TRO	4	3	\$ 22.25	\$3,856.82	\$46,281.86
TRO	4	4	\$ 22.81	\$3,953.22	\$47,438.61
TRO	4	5	\$ 23.38	\$4,052.04	\$48,624.45
TRO	4	6	\$ 23.96	\$4,153.37	\$49,840.43
TRO	4	7	\$ 24.56	\$4,257.21	\$51,086.57
TRO	4	8	\$ 25.17	\$4,363.66	\$52,363.96
TRO	4	9	\$ 25.80	\$4,472.71	\$53,672.57
TRO	4	10	\$ 26.45	\$4,584.55	\$55,014.57
TRO	4	11	\$ 27.11	\$4,699.08	\$56,388.94
TRO	4	12	\$ 27.79	\$4,816.65	\$57,799.81
TRO	4	13	\$ 28.48	\$4,937.10	\$59,245.23
TRO	4	14	\$ 29.20	\$5,060.51	\$60,726.16
TRO	4	15	\$ 29.93	\$5,187.07	\$62,244.80
TRO	4	16	\$ 30.67	\$5,316.76	\$63,801.13
TRO	4	17	\$ 31.44	\$5,449.69	\$65,396.24
TRO	4	18	\$ 32.23	\$5,585.93	\$67,031.21
TRO	4	19	\$ 33.03	\$5,725.59	\$68,707.10
TRO	4	20	\$ 33.86	\$5,868.75	\$70,424.98
TRO	5	1	\$ 22.56	\$3,911.03	\$46,932.39
TRO	5	2	\$ 23.13	\$4,008.78	\$48,105.31
TRO	5	3	\$ 23.71	\$4,109.03	\$49,308.38
TRO	5	4	\$ 24.30	\$4,211.80	\$50,541.59
TRO	5	5	\$ 24.91	\$4,317.08	\$51,804.97
TRO	5	6	\$ 25.53	\$4,424.97	\$53,099.58
TRO	5	7	\$ 26.17	\$4,535.63	\$54,427.58
TRO	5	8	\$ 26.82	\$4,648.99	\$55,787.89
TRO	5	9	\$ 27.49	\$4,765.22	\$57,182.67
TRO	5	10	\$ 28.18	\$4,884.33	\$58,611.92
TRO	5	11	\$ 28.88	\$5,006.39	\$60,076.70
TRO	5	12	\$ 29.60	\$5,131.51	\$61,578.10
TRO	5	13	\$ 30.34	\$5,259.77	\$63,117.21
TRO	5	14	\$ 31.10	\$5,391.26	\$64,695.10
TRO	5	15	\$ 31.88	\$5,526.07	\$66,312.81
TRO	5	16	\$ 32.68	\$5,664.20	\$67,970.39
TRO	5	17	\$ 33.50	\$5,805.83	\$69,669.98
TRO	5	18	\$ 34.33	\$5,950.96	\$71,411.56
TRO	5	19	\$ 35.19	\$6,099.78	\$73,197.31
TRO	5	20	\$ 36.07	\$6,252.27	\$75,027.22

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
TRO	6	1	\$ 25.67	\$4,449.47	\$53,393.62
TRO	6	2	\$ 26.31	\$4,560.67	\$54,728.08
TRO	6	3	\$ 26.97	\$4,674.66	\$56,095.92
TRO	6	4	\$ 27.64	\$4,791.52	\$57,498.25
TRO	6	5	\$ 28.33	\$4,911.34	\$58,936.11
TRO	6	6	\$ 29.04	\$5,034.13	\$60,409.51
TRO	6	7	\$ 29.77	\$5,159.96	\$61,919.53
TRO	6	8	\$ 30.51	\$5,288.94	\$63,467.25
TRO	6	9	\$ 31.28	\$5,421.15	\$65,053.75
TRO	6	10	\$ 32.06	\$5,556.67	\$66,680.09
TRO	6	11	\$ 32.86	\$5,695.61	\$68,347.36
TRO	6	12	\$ 33.68	\$5,837.96	\$70,055.55
TRO	6	13	\$ 34.52	\$5,983.90	\$71,806.83
TRO	6	14	\$ 35.39	\$6,133.52	\$73,602.28
TRO	6	15	\$ 36.27	\$6,286.82	\$75,441.88
TRO	6	16	\$ 37.18	\$6,443.98	\$77,327.80
TRO	6	17	\$ 38.11	\$6,605.09	\$79,261.10
TRO	6	18	\$ 39.06	\$6,770.24	\$81,242.86
TRO	6	19	\$ 40.04	\$6,939.52	\$83,274.18
TRO	6	20	\$ 41.04	\$7,113.01	\$85,356.11
TRO	7	1	\$ 27.41	\$4,751.22	\$57,014.65
TRO	7	2	\$ 28.10	\$4,869.97	\$58,439.59
TRO	7	3	\$ 28.80	\$4,991.67	\$59,900.06
TRO	7	4	\$ 29.52	\$5,116.43	\$61,397.17
TRO	7	5	\$ 30.26	\$5,244.33	\$62,931.95
TRO	7	6	\$ 31.01	\$5,375.46	\$64,505.53
TRO	7	7	\$ 31.79	\$5,509.82	\$66,117.86
TRO	7	8	\$ 32.58	\$5,647.59	\$67,771.13
TRO	7	9	\$ 33.40	\$5,788.78	\$69,465.33
TRO	7	10	\$ 34.23	\$5,933.46	\$71,201.54
TRO	7	11	\$ 35.09	\$6,081.83	\$72,981.90
TRO	7	12	\$ 35.96	\$6,233.87	\$74,806.42
TRO	7	13	\$ 36.86	\$6,389.68	\$76,676.18
TRO	7	14	\$ 37.79	\$6,549.44	\$78,593.32
TRO	7	15	\$ 38.73	\$6,713.16	\$80,557.86
TRO	7	16	\$ 39.70	\$6,880.99	\$82,571.93
TRO	7	17	\$ 40.69	\$7,053.05	\$84,636.64
TRO	7	18	\$ 41.71	\$7,229.42	\$86,753.04
TRO	7	19	\$ 42.75	\$7,410.19	\$88,922.22
TRO	7	20	\$ 43.82	\$7,595.44	\$91,145.25

<b>Sheriff's Pay Schedule</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
S00083	Assistant Procurement Specialist	SHF	11	\$32,660.24	\$51,918.10
S00090	Assistant Inmate Classification Manager	SHF	15	\$38,559.54	\$61,294.56
S00098	Corrections Director	SHF	21	\$48,253.31	\$76,707.31
S00070	Deputy Sheriff	SHF	6	\$28,213.06	\$44,848.08
S00075	Deputy Sheriff (Captain)	SHF	18	\$43,767.64	\$69,575.16
S00078	Deputy Sheriff (Colonel)	SHF	23	\$55,859.84	\$88,798.26
S00072	Deputy Sheriff (Corporal)	SHF	9	\$31,105.41	\$49,445.52
S00077	Deputy Sheriff (Lieutenant Colonel)	SHF	22	\$53,199.72	\$84,569.65
S00074	Deputy Sheriff (Lieutenant)	SHF	14	\$37,809.10	\$60,100.86
S00076	Deputy Sheriff (Major)	SHF	20	\$45,955.83	\$73,059.82
S00071	Deputy Sheriff (Master)	SHF	6	\$28,213.06	\$44,848.08
S00073	Deputy Sheriff (Sergeant)	SHF	13	\$36,008.35	\$57,239.55
S00091	Education Program Manager	SHF	15	\$38,559.54	\$61,294.56
S00086	Education Programs Specialist	SHF	12	\$34,974.63	\$55,596.32
S00067	Electronic Surveillance Counselor	SHF	4	\$26,097.97	\$41,487.07
S00082	Electronic Surveillance Supervisor	SHF	8	\$30,212.43	\$48,026.03
S00068	Fleet Coordinator	SHF	4	\$26,097.97	\$41,487.07
S00087	Grievance Coordinator	SHF	12	\$34,974.63	\$55,596.32
S00096	Human Resources & Budget Director	SHF	19	\$44,636.52	\$70,957.68
S00088	Inmate Classification Specialist	SHF	12	\$34,974.63	\$55,596.32
S00093	Inmate Classification Manager	SHF	17	\$42,511.15	\$67,577.80
S00092	Inmate Rehabilitation Coordinator	SHF	16	\$40,487.09	\$64,359.59
S00097	Investigations Director	SHF	19	\$44,636.52	\$70,957.68
S00080	Jury Administrator	SHF	7	\$28,773.40	\$45,739.03
S00094	Legal Counsel	SHF	17	\$42,511.15	\$67,577.80
S00056	Maintenance Mechanic I	SHF	4	\$26,097.97	\$41,487.07

<b>Sheriff's Pay Schedule (Continued)</b>					
<b>Job Code</b>	<b>Classification</b>	<b>Plan</b>	<b>Grade</b>	<b>Minimum Annual</b>	<b>Maximum Annual</b>
S00084	Payroll & Benefits Coordinator	SHF	10	\$31,722.63	\$50,427.63
S00089	Procurement Specialist	SHF	12	\$34,974.63	\$55,596.32
S00085	Public Affairs Officer	SHF	15	\$38,559.54	\$61,294.56
S00006	Receptionist	SHF	2	\$22,544.42	\$35,838.29
S00065	Records Clerk	SHF	2	\$22,544.42	\$35,838.29
S00081	Secretary to the Sheriff	SHF	7	\$28,773.40	\$45,739.03
S00064	Secretary I	SHF	3	\$24,855.57	\$39,511.25
S00079	Secretary II	SHF	5	\$27,403.12	\$43,560.57
S00100	Staff Accountant	SHF	12	\$34,974.63	\$55,596.32
S00095	Systems Administrator	SHF	16	\$40,487.09	\$64,359.59
S00062	Van Driver	SHF	1	\$17,664.02	\$28,079.81
S00066	Work Release Crew Supervisor	SHF	5	\$27,403.12	\$43,560.57

<b>City of Norfolk – Sheriff Pay Structure</b>					
<b>Plan</b>	<b>Grade</b>	<b>Step</b>	<b>Hourly Rate</b>	<b>Monthly Rate</b>	<b>Annual Rate</b>
SHF	1	1	\$ 8.49	\$1,472.00	\$17,664.02
SHF	1	2	\$ 8.70	\$1,508.39	\$18,100.67
SHF	1	3	\$ 8.92	\$1,545.58	\$18,546.99
SHF	1	4	\$ 9.14	\$1,583.78	\$19,005.35
SHF	1	5	\$ 9.36	\$1,622.88	\$19,474.58
SHF	1	6	\$ 9.59	\$1,662.99	\$19,955.87
SHF	1	7	\$ 9.83	\$1,704.08	\$20,449.01
SHF	1	8	\$10.07	\$1,746.16	\$20,953.86
SHF	1	9	\$10.32	\$1,789.29	\$21,471.42
SHF	1	10	\$10.58	\$1,833.48	\$22,001.77
SHF	1	11	\$10.84	\$1,878.77	\$22,545.21
SHF	1	12	\$11.11	\$1,925.17	\$23,102.08
SHF	1	13	\$11.38	\$1,972.73	\$23,672.70
SHF	1	14	\$11.66	\$2,021.45	\$24,257.41
SHF	1	15	\$11.95	\$2,071.38	\$24,856.58
SHF	1	16	\$12.25	\$2,122.54	\$25,470.53
SHF	1	17	\$12.55	\$2,174.97	\$26,099.66
SHF	1	18	\$12.86	\$2,228.69	\$26,744.32
SHF	1	19	\$13.18	\$2,283.74	\$27,404.90
SHF	1	20	\$13.50	\$2,339.98	\$28,079.81

## City of Norfolk – Sheriff Pay Structure

Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	2	1	\$10.84	\$1,878.70	\$22,544.42
SHF	2	2	\$11.11	\$1,925.14	\$23,101.70
SHF	2	3	\$11.38	\$1,972.69	\$23,672.26
SHF	2	4	\$11.66	\$2,021.44	\$24,257.27
SHF	2	5	\$11.95	\$2,071.30	\$24,855.57
SHF	2	6	\$12.24	\$2,122.46	\$25,469.54
SHF	2	7	\$12.55	\$2,174.83	\$26,097.97
SHF	2	8	\$12.86	\$2,228.51	\$26,742.10
SHF	2	9	\$13.17	\$2,283.59	\$27,403.12
SHF	2	10	\$13.50	\$2,339.98	\$28,079.81
SHF	2	11	\$13.83	\$2,397.78	\$28,773.40
SHF	2	12	\$14.17	\$2,456.99	\$29,483.87
SHF	2	13	\$14.53	\$2,517.70	\$30,212.43
SHF	2	14	\$14.88	\$2,579.92	\$30,959.08
SHF	2	15	\$15.25	\$2,643.55	\$31,722.63
SHF	2	16	\$15.63	\$2,708.79	\$32,505.47
SHF	2	17	\$16.01	\$2,775.74	\$33,308.82
SHF	2	18	\$16.41	\$2,844.29	\$34,131.47
SHF	2	19	\$16.81	\$2,914.55	\$34,974.63
SHF	2	20	\$17.23	\$2,986.52	\$35,838.29
SHF	3	1	\$11.95	\$2,071.30	\$24,855.57
SHF	3	2	\$12.24	\$2,122.46	\$25,469.54
SHF	3	3	\$12.55	\$2,174.83	\$26,097.97
SHF	3	4	\$12.86	\$2,228.51	\$26,742.10
SHF	3	5	\$13.17	\$2,283.59	\$27,403.12
SHF	3	6	\$13.50	\$2,339.98	\$28,079.81
SHF	3	7	\$13.83	\$2,397.78	\$28,773.40
SHF	3	8	\$14.17	\$2,456.99	\$29,483.87
SHF	3	9	\$14.53	\$2,517.70	\$30,212.43
SHF	3	10	\$14.88	\$2,579.92	\$30,959.08
SHF	3	11	\$15.25	\$2,643.55	\$31,722.63
SHF	3	12	\$15.63	\$2,708.79	\$32,505.47
SHF	3	13	\$16.01	\$2,775.74	\$33,308.82
SHF	3	14	\$16.41	\$2,844.29	\$34,131.47
SHF	3	15	\$16.81	\$2,914.55	\$34,974.63
SHF	3	16	\$17.23	\$2,986.52	\$35,838.29
SHF	3	17	\$17.66	\$3,060.31	\$36,723.66
SHF	3	18	\$18.09	\$3,135.90	\$37,630.74
SHF	3	19	\$18.54	\$3,213.30	\$38,559.54
SHF	3	20	\$19.00	\$3,292.60	\$39,511.25



City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	4	1	\$12.55	\$2,174.83	\$26,097.97
SHF	4	2	\$12.86	\$2,228.51	\$26,742.10
SHF	4	3	\$13.17	\$2,283.59	\$27,403.09
SHF	4	4	\$13.50	\$2,339.98	\$28,079.81
SHF	4	5	\$13.83	\$2,397.78	\$28,773.40
SHF	4	6	\$14.17	\$2,456.99	\$29,483.87
SHF	4	7	\$14.53	\$2,517.70	\$30,212.43
SHF	4	8	\$14.88	\$2,579.92	\$30,959.08
SHF	4	9	\$15.25	\$2,643.55	\$31,722.63
SHF	4	10	\$15.63	\$2,708.79	\$32,505.47
SHF	4	11	\$16.01	\$2,775.74	\$33,308.82
SHF	4	12	\$16.41	\$2,844.29	\$34,131.47
SHF	4	13	\$16.81	\$2,914.55	\$34,974.63
SHF	4	14	\$17.23	\$2,986.52	\$35,838.29
SHF	4	15	\$17.66	\$3,060.31	\$36,723.66
SHF	4	16	\$18.09	\$3,135.90	\$37,630.74
SHF	4	17	\$18.54	\$3,213.30	\$38,559.54
SHF	4	18	\$19.00	\$3,292.60	\$39,511.25
SHF	4	19	\$19.46	\$3,373.92	\$40,487.09
SHF	4	20	\$19.95	\$3,457.26	\$41,487.07
SHF	5	1	\$13.17	\$2,283.59	\$27,403.12
SHF	5	2	\$13.50	\$2,339.98	\$28,079.81
SHF	5	3	\$13.83	\$2,397.78	\$28,773.40
SHF	5	4	\$14.17	\$2,456.99	\$29,483.87
SHF	5	5	\$14.53	\$2,517.70	\$30,212.43
SHF	5	6	\$14.88	\$2,579.92	\$30,959.08
SHF	5	7	\$15.25	\$2,643.55	\$31,722.63
SHF	5	8	\$15.63	\$2,708.79	\$32,505.47
SHF	5	9	\$16.01	\$2,775.74	\$33,308.82
SHF	5	10	\$16.41	\$2,844.29	\$34,131.47
SHF	5	11	\$16.81	\$2,914.55	\$34,974.63
SHF	5	12	\$17.23	\$2,986.52	\$35,838.27
SHF	5	13	\$17.66	\$3,060.31	\$36,723.66
SHF	5	14	\$18.09	\$3,135.90	\$37,630.74
SHF	5	15	\$18.54	\$3,213.30	\$38,559.54
SHF	5	16	\$19.00	\$3,292.60	\$39,511.25
SHF	5	17	\$19.46	\$3,373.92	\$40,487.09
SHF	5	18	\$19.95	\$3,457.26	\$41,487.07
SHF	5	19	\$20.44	\$3,542.60	\$42,511.15
SHF	5	20	\$20.94	\$3,630.05	\$43,560.57

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	6	1	\$13.56	\$2,351.09	\$28,213.06
SHF	6	2	\$13.90	\$2,409.15	\$28,909.76
SHF	6	3	\$14.24	\$2,468.65	\$29,623.85
SHF	6	4	\$14.59	\$2,529.61	\$30,355.32
SHF	6	5	\$14.95	\$2,592.12	\$31,105.41
SHF	6	6	\$15.32	\$2,656.18	\$31,874.14
SHF	6	7	\$15.70	\$2,721.69	\$32,660.24
SHF	6	8	\$16.09	\$2,788.85	\$33,466.21
SHF	6	9	\$16.49	\$2,857.78	\$34,293.32
SHF	6	10	\$16.89	\$2,928.36	\$35,140.27
SHF	6	11	\$17.31	\$3,000.70	\$36,008.35
SHF	6	12	\$17.74	\$3,074.79	\$36,897.53
SHF	6	13	\$18.18	\$3,150.76	\$37,809.10
SHF	6	14	\$18.63	\$3,228.58	\$38,742.98
SHF	6	15	\$19.09	\$3,308.27	\$39,699.23
SHF	6	16	\$19.56	\$3,389.92	\$40,679.07
SHF	6	17	\$20.04	\$3,473.65	\$41,683.76
SHF	6	18	\$20.54	\$3,559.44	\$42,713.29
SHF	6	19	\$21.04	\$3,647.30	\$43,767.64
SHF	6	20	\$21.56	\$3,737.34	\$44,848.08
SHF	7	1	\$13.83	\$2,397.78	\$28,773.40
SHF	7	2	\$14.17	\$2,456.99	\$29,483.87
SHF	7	3	\$14.53	\$2,517.70	\$30,212.43
SHF	7	4	\$14.88	\$2,579.92	\$30,959.08
SHF	7	5	\$15.25	\$2,643.55	\$31,722.63
SHF	7	6	\$15.63	\$2,708.79	\$32,505.47
SHF	7	7	\$16.01	\$2,775.74	\$33,308.82
SHF	7	8	\$16.41	\$2,844.29	\$34,131.47
SHF	7	9	\$16.81	\$2,914.55	\$34,974.63
SHF	7	10	\$17.23	\$2,986.52	\$35,838.29
SHF	7	11	\$17.66	\$3,060.31	\$36,723.66
SHF	7	12	\$18.09	\$3,135.90	\$37,630.74
SHF	7	13	\$18.54	\$3,213.30	\$38,559.54
SHF	7	14	\$19.00	\$3,292.60	\$39,511.25
SHF	7	15	\$19.46	\$3,373.92	\$40,487.09
SHF	7	16	\$19.95	\$3,457.26	\$41,487.07
SHF	7	17	\$20.44	\$3,542.60	\$42,511.15
SHF	7	18	\$20.94	\$3,630.05	\$43,560.57
SHF	7	19	\$21.46	\$3,719.71	\$44,636.52
SHF	7	20	\$21.99	\$3,811.59	\$45,739.03

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	8	1	\$14.53	\$2,517.70	\$30,212.43
SHF	8	2	\$14.88	\$2,579.92	\$30,959.08
SHF	8	3	\$15.25	\$2,643.55	\$31,722.63
SHF	8	4	\$15.63	\$2,708.79	\$32,505.47
SHF	8	5	\$16.01	\$2,775.74	\$33,308.82
SHF	8	6	\$16.41	\$2,844.26	\$34,131.15
SHF	8	7	\$16.81	\$2,914.55	\$34,974.63
SHF	8	8	\$17.23	\$2,986.52	\$35,838.29
SHF	8	9	\$17.66	\$3,060.31	\$36,723.66
SHF	8	10	\$18.09	\$3,135.90	\$37,630.74
SHF	8	11	\$18.54	\$3,213.30	\$38,559.54
SHF	8	12	\$19.00	\$3,292.60	\$39,511.25
SHF	8	13	\$19.46	\$3,373.92	\$40,487.09
SHF	8	14	\$19.95	\$3,457.26	\$41,487.07
SHF	8	15	\$20.44	\$3,542.60	\$42,511.15
SHF	8	16	\$20.94	\$3,630.05	\$43,560.57
SHF	8	17	\$21.46	\$3,719.71	\$44,636.52
SHF	8	18	\$21.99	\$3,811.59	\$45,739.03
SHF	8	19	\$22.53	\$3,905.67	\$46,868.05
SHF	8	20	\$23.09	\$4,002.17	\$48,026.03
SHF	9	1	\$14.95	\$2,592.12	\$31,105.41
SHF	9	2	\$15.32	\$2,656.18	\$31,874.14
SHF	9	3	\$15.70	\$2,721.69	\$32,660.24
SHF	9	4	\$16.09	\$2,788.85	\$33,466.21
SHF	9	5	\$16.49	\$2,857.78	\$34,293.32
SHF	9	6	\$16.89	\$2,928.33	\$35,139.95
SHF	9	7	\$17.31	\$3,000.70	\$36,008.35
SHF	9	8	\$17.74	\$3,074.80	\$36,897.55
SHF	9	9	\$18.18	\$3,150.76	\$37,809.10
SHF	9	10	\$18.63	\$3,228.58	\$38,742.98
SHF	9	11	\$19.09	\$3,308.27	\$39,699.23
SHF	9	12	\$19.56	\$3,389.92	\$40,679.07
SHF	9	13	\$20.04	\$3,473.65	\$41,683.76
SHF	9	14	\$20.54	\$3,559.44	\$42,713.29
SHF	9	15	\$21.04	\$3,647.30	\$43,767.64
SHF	9	16	\$21.56	\$3,737.34	\$44,848.08
SHF	9	17	\$22.09	\$3,829.65	\$45,955.83
SHF	9	18	\$22.64	\$3,924.24	\$47,090.91
SHF	9	19	\$23.20	\$4,021.11	\$48,253.31
SHF	9	20	\$23.77	\$4,120.46	\$49,445.52

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	10	1	\$15.25	\$2,643.55	\$31,722.63
SHF	10	2	\$15.63	\$2,708.79	\$32,505.47
SHF	10	3	\$16.01	\$2,775.74	\$33,308.82
SHF	10	4	\$16.41	\$2,844.29	\$34,131.47
SHF	10	5	\$16.81	\$2,914.55	\$34,974.63
SHF	10	6	\$17.23	\$2,986.52	\$35,838.29
SHF	10	7	\$17.66	\$3,060.31	\$36,723.66
SHF	10	8	\$18.09	\$3,135.90	\$37,630.74
SHF	10	9	\$18.54	\$3,213.30	\$38,559.54
SHF	10	10	\$19.00	\$3,292.60	\$39,511.25
SHF	10	11	\$19.46	\$3,373.92	\$40,487.09
SHF	10	12	\$19.95	\$3,457.26	\$41,487.07
SHF	10	13	\$20.44	\$3,542.60	\$42,511.15
SHF	10	14	\$20.94	\$3,630.05	\$43,560.57
SHF	10	15	\$21.46	\$3,719.71	\$44,636.52
SHF	10	16	\$21.99	\$3,811.59	\$45,739.03
SHF	10	17	\$22.53	\$3,905.67	\$46,868.05
SHF	10	18	\$23.09	\$4,002.17	\$48,026.03
SHF	10	19	\$23.66	\$4,100.98	\$49,211.76
SHF	10	20	\$24.24	\$4,202.30	\$50,427.63
SHF	11	1	\$15.70	\$2,721.69	\$32,660.24
SHF	11	2	\$16.09	\$2,788.85	\$33,466.21
SHF	11	3	\$16.49	\$2,857.78	\$34,293.32
SHF	11	4	\$16.89	\$2,928.36	\$35,140.27
SHF	11	5	\$17.31	\$3,000.70	\$36,008.35
SHF	11	6	\$17.74	\$3,074.80	\$36,897.55
SHF	11	7	\$18.18	\$3,150.76	\$37,809.10
SHF	11	8	\$18.63	\$3,228.58	\$38,742.98
SHF	11	9	\$19.09	\$3,308.27	\$39,699.23
SHF	11	10	\$19.56	\$3,389.92	\$40,679.07
SHF	11	11	\$20.04	\$3,473.65	\$41,683.76
SHF	11	12	\$20.54	\$3,559.44	\$42,713.29
SHF	11	13	\$21.04	\$3,647.30	\$43,767.64
SHF	11	14	\$21.56	\$3,737.34	\$44,848.08
SHF	11	15	\$22.09	\$3,829.65	\$45,955.83
SHF	11	16	\$22.64	\$3,924.24	\$47,090.91
SHF	11	17	\$23.20	\$4,021.11	\$48,253.31
SHF	11	18	\$23.77	\$4,120.46	\$49,445.52
SHF	11	19	\$24.36	\$4,222.19	\$50,666.29
SHF	11	20	\$24.96	\$4,326.51	\$51,918.10

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	12	1	\$16.81	\$2,914.55	\$34,974.63
SHF	12	2	\$17.23	\$2,986.52	\$35,838.29
SHF	12	3	\$17.66	\$3,060.31	\$36,723.66
SHF	12	4	\$18.09	\$3,135.90	\$37,630.74
SHF	12	5	\$18.54	\$3,213.30	\$38,559.54
SHF	12	6	\$19.00	\$3,292.60	\$39,511.25
SHF	12	7	\$19.46	\$3,373.92	\$40,487.09
SHF	12	8	\$19.95	\$3,457.26	\$41,487.07
SHF	12	9	\$20.44	\$3,542.60	\$42,511.15
SHF	12	10	\$20.94	\$3,630.05	\$43,560.57
SHF	12	11	\$21.46	\$3,719.71	\$44,636.52
SHF	12	12	\$21.99	\$3,811.59	\$45,739.03
SHF	12	13	\$22.53	\$3,905.67	\$46,868.05
SHF	12	14	\$23.09	\$4,002.17	\$48,026.03
SHF	12	15	\$23.66	\$4,100.98	\$49,211.76
SHF	12	16	\$24.24	\$4,202.30	\$50,427.63
SHF	12	17	\$24.84	\$4,306.04	\$51,672.46
SHF	12	18	\$25.46	\$4,412.39	\$52,948.66
SHF	12	19	\$26.08	\$4,521.35	\$54,256.22
SHF	12	20	\$26.73	\$4,633.03	\$55,596.32
SHF	13	1	\$17.31	\$3,000.70	\$36,008.35
SHF	13	2	\$17.74	\$3,074.80	\$36,897.55
SHF	13	3	\$18.18	\$3,150.76	\$37,809.10
SHF	13	4	\$18.63	\$3,228.58	\$38,742.98
SHF	13	5	\$19.09	\$3,308.27	\$39,699.23
SHF	13	6	\$19.56	\$3,389.92	\$40,679.07
SHF	13	7	\$20.04	\$3,473.65	\$41,683.76
SHF	13	8	\$20.54	\$3,559.44	\$42,713.29
SHF	13	9	\$21.04	\$3,647.30	\$43,767.64
SHF	13	10	\$21.56	\$3,737.34	\$44,848.08
SHF	13	11	\$22.09	\$3,829.65	\$45,955.83
SHF	13	12	\$22.64	\$3,924.24	\$47,090.91
SHF	13	13	\$23.20	\$4,021.11	\$48,253.31
SHF	13	14	\$23.77	\$4,120.46	\$49,445.52
SHF	13	15	\$24.36	\$4,222.19	\$50,666.29
SHF	13	16	\$24.96	\$4,326.51	\$51,918.10
SHF	13	17	\$25.58	\$4,433.31	\$53,199.72
SHF	13	18	\$26.21	\$4,542.80	\$54,513.65
SHF	13	19	\$26.86	\$4,654.99	\$55,859.84
SHF	13	20	\$27.52	\$4,769.96	\$57,239.55



City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	14	1	\$18.18	\$3,150.76	\$37,809.10
SHF	14	2	\$18.63	\$3,228.58	\$38,742.98
SHF	14	3	\$19.09	\$3,308.27	\$39,699.23
SHF	14	4	\$19.56	\$3,389.92	\$40,679.07
SHF	14	5	\$20.04	\$3,473.65	\$41,683.76
SHF	14	6	\$20.54	\$3,559.44	\$42,713.29
SHF	14	7	\$21.04	\$3,647.30	\$43,767.64
SHF	14	8	\$21.56	\$3,737.34	\$44,848.08
SHF	14	9	\$22.09	\$3,829.65	\$45,955.83
SHF	14	10	\$22.64	\$3,924.24	\$47,090.91
SHF	14	11	\$23.20	\$4,021.11	\$48,253.31
SHF	14	12	\$23.77	\$4,120.46	\$49,445.52
SHF	14	13	\$24.36	\$4,222.19	\$50,666.29
SHF	14	14	\$24.96	\$4,326.51	\$51,918.10
SHF	14	15	\$25.58	\$4,433.31	\$53,199.72
SHF	14	16	\$26.21	\$4,542.80	\$54,513.65
SHF	14	17	\$26.86	\$4,654.99	\$55,859.84
SHF	14	18	\$27.52	\$4,769.96	\$57,239.55
SHF	14	19	\$28.20	\$4,887.74	\$58,652.83
SHF	14	20	\$28.89	\$5,008.41	\$60,100.86
SHF	15	1	\$18.54	\$3,213.30	\$38,559.54
SHF	15	2	\$19.00	\$3,292.60	\$39,511.25
SHF	15	3	\$19.46	\$3,373.92	\$40,487.09
SHF	15	4	\$19.95	\$3,457.26	\$41,487.07
SHF	15	5	\$20.44	\$3,542.60	\$42,511.15
SHF	15	6	\$20.94	\$3,630.05	\$43,560.57
SHF	15	7	\$21.46	\$3,719.71	\$44,636.52
SHF	15	8	\$21.99	\$3,811.59	\$45,739.03
SHF	15	9	\$22.53	\$3,905.67	\$46,868.05
SHF	15	10	\$23.09	\$4,002.17	\$48,026.03
SHF	15	11	\$23.66	\$4,100.98	\$49,211.76
SHF	15	12	\$24.24	\$4,202.30	\$50,427.63
SHF	15	13	\$24.84	\$4,306.04	\$51,672.46
SHF	15	14	\$25.46	\$4,412.39	\$52,948.66
SHF	15	15	\$26.08	\$4,521.35	\$54,256.22
SHF	15	16	\$26.73	\$4,633.03	\$55,596.32
SHF	15	17	\$27.39	\$4,747.42	\$56,969.02
SHF	15	18	\$28.07	\$4,864.62	\$58,375.47
SHF	15	19	\$28.76	\$4,984.74	\$59,816.91
SHF	15	20	\$29.47	\$5,107.88	\$61,294.56

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	16	1	\$19.46	\$3,373.92	\$40,487.09
SHF	16	2	\$19.95	\$3,457.26	\$41,487.07
SHF	16	3	\$20.44	\$3,542.60	\$42,511.15
SHF	16	4	\$20.94	\$3,630.05	\$43,560.57
SHF	16	5	\$21.46	\$3,719.71	\$44,636.52
SHF	16	6	\$21.99	\$3,811.59	\$45,739.03
SHF	16	7	\$22.53	\$3,905.67	\$46,868.05
SHF	16	8	\$23.09	\$4,002.17	\$48,026.03
SHF	16	9	\$23.66	\$4,100.98	\$49,211.76
SHF	16	10	\$24.24	\$4,202.30	\$50,427.63
SHF	16	11	\$24.84	\$4,306.04	\$51,672.46
SHF	16	12	\$25.46	\$4,412.39	\$52,948.66
SHF	16	13	\$26.08	\$4,521.35	\$54,256.22
SHF	16	14	\$26.73	\$4,633.03	\$55,596.32
SHF	16	15	\$27.39	\$4,747.42	\$56,969.02
SHF	16	16	\$28.07	\$4,864.62	\$58,375.47
SHF	16	17	\$28.76	\$4,984.74	\$59,816.91
SHF	16	18	\$29.47	\$5,107.88	\$61,294.56
SHF	16	19	\$30.20	\$5,234.03	\$62,808.37
SHF	16	20	\$30.94	\$5,363.30	\$64,359.59
SHF	17	1	\$20.44	\$3,542.60	\$42,511.15
SHF	17	2	\$20.94	\$3,630.05	\$43,560.57
SHF	17	3	\$21.46	\$3,719.71	\$44,636.52
SHF	17	4	\$21.99	\$3,811.59	\$45,739.03
SHF	17	5	\$22.53	\$3,905.67	\$46,868.05
SHF	17	6	\$23.09	\$4,002.17	\$48,026.03
SHF	17	7	\$23.66	\$4,100.98	\$49,211.76
SHF	17	8	\$24.24	\$4,202.30	\$50,427.63
SHF	17	9	\$24.84	\$4,306.04	\$51,672.46
SHF	17	10	\$25.46	\$4,412.39	\$52,948.66
SHF	17	11	\$26.08	\$4,521.35	\$54,256.22
SHF	17	12	\$26.73	\$4,633.03	\$55,596.32
SHF	17	13	\$27.39	\$4,747.42	\$56,969.02
SHF	17	14	\$28.07	\$4,864.62	\$58,375.47
SHF	17	15	\$28.76	\$4,984.74	\$59,816.91
SHF	17	16	\$29.47	\$5,107.88	\$61,294.56
SHF	17	17	\$30.20	\$5,234.03	\$62,808.37
SHF	17	18	\$30.94	\$5,363.30	\$64,359.59
SHF	17	19	\$31.71	\$5,495.78	\$65,949.39
SHF	17	20	\$32.49	\$5,631.48	\$67,577.80

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	18	1	\$21.04	\$3,647.30	\$43,767.64
SHF	18	2	\$21.56	\$3,737.34	\$44,848.08
SHF	18	3	\$22.09	\$3,829.65	\$45,955.83
SHF	18	4	\$22.64	\$3,924.24	\$47,090.91
SHF	18	5	\$23.20	\$4,021.11	\$48,253.31
SHF	18	6	\$23.77	\$4,120.46	\$49,445.52
SHF	18	7	\$24.36	\$4,222.19	\$50,666.29
SHF	18	8	\$24.96	\$4,326.51	\$51,918.10
SHF	18	9	\$25.58	\$4,433.31	\$53,199.72
SHF	18	10	\$26.21	\$4,542.80	\$54,513.65
SHF	18	11	\$26.86	\$4,654.99	\$55,859.84
SHF	18	12	\$27.52	\$4,769.96	\$57,239.55
SHF	18	13	\$28.20	\$4,887.74	\$58,652.83
SHF	18	14	\$28.89	\$5,008.41	\$60,100.86
SHF	18	15	\$29.61	\$5,132.08	\$61,584.90
SHF	18	16	\$30.34	\$5,258.85	\$63,106.22
SHF	18	17	\$31.09	\$5,388.73	\$64,664.78
SHF	18	18	\$31.86	\$5,521.82	\$66,261.84
SHF	18	19	\$32.64	\$5,658.22	\$67,898.63
SHF	18	20	\$33.45	\$5,797.93	\$69,575.16
SHF	19	1	\$21.46	\$3,719.71	\$44,636.52
SHF	19	2	\$21.99	\$3,811.59	\$45,739.03
SHF	19	3	\$22.53	\$3,905.67	\$46,868.05
SHF	19	4	\$23.09	\$4,002.17	\$48,026.03
SHF	19	5	\$23.66	\$4,100.98	\$49,211.76
SHF	19	6	\$24.24	\$4,202.30	\$50,427.63
SHF	19	7	\$24.84	\$4,306.04	\$51,672.46
SHF	19	8	\$25.46	\$4,412.39	\$52,948.66
SHF	19	9	\$26.08	\$4,521.35	\$54,256.22
SHF	19	10	\$26.73	\$4,633.03	\$55,596.32
SHF	19	11	\$27.39	\$4,747.42	\$56,969.02
SHF	19	12	\$28.07	\$4,864.62	\$58,375.47
SHF	19	13	\$28.76	\$4,984.74	\$59,816.91
SHF	19	14	\$29.47	\$5,107.88	\$61,294.56
SHF	19	15	\$30.20	\$5,234.03	\$62,808.37
SHF	19	16	\$30.94	\$5,363.30	\$64,359.59
SHF	19	17	\$31.71	\$5,495.78	\$65,949.39
SHF	19	18	\$32.49	\$5,631.48	\$67,577.80
SHF	19	19	\$33.29	\$5,770.60	\$69,247.21
SHF	19	20	\$34.11	\$5,913.14	\$70,957.68

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	20	1	\$22.09	\$3,829.65	\$45,955.83
SHF	20	2	\$22.64	\$3,924.25	\$47,090.94
SHF	20	3	\$23.20	\$4,021.17	\$48,254.08
SHF	20	4	\$23.77	\$4,120.50	\$49,445.96
SHF	20	5	\$24.36	\$4,222.27	\$50,667.28
SHF	20	6	\$24.96	\$4,326.56	\$51,918.76
SHF	20	7	\$25.58	\$4,433.43	\$53,201.15
SHF	20	8	\$26.21	\$4,542.94	\$54,515.22
SHF	20	9	\$26.86	\$4,655.15	\$55,861.74
SHF	20	10	\$27.52	\$4,770.13	\$57,241.53
SHF	20	11	\$28.20	\$4,887.95	\$58,655.40
SHF	20	12	\$28.90	\$5,008.68	\$60,104.19
SHF	20	13	\$29.61	\$5,132.40	\$61,588.76
SHF	20	14	\$30.34	\$5,259.17	\$63,110.00
SHF	20	15	\$31.09	\$5,389.07	\$64,668.82
SHF	20	16	\$31.86	\$5,522.18	\$66,266.14
SHF	20	17	\$32.65	\$5,658.58	\$67,902.91
SHF	20	18	\$33.45	\$5,798.34	\$69,580.12
SHF	20	19	\$34.28	\$5,941.56	\$71,298.75
SHF	20	20	\$35.12	\$6,088.32	\$73,059.82
SHF	21	1	\$23.20	\$4,021.11	\$48,253.31
SHF	21	2	\$23.77	\$4,120.46	\$49,445.52
SHF	21	3	\$24.36	\$4,222.19	\$50,666.29
SHF	21	4	\$24.96	\$4,326.51	\$51,918.10
SHF	21	5	\$25.58	\$4,433.31	\$53,199.72
SHF	21	6	\$26.21	\$4,542.80	\$54,513.65
SHF	21	7	\$26.86	\$4,654.99	\$55,859.84
SHF	21	8	\$27.52	\$4,769.96	\$57,239.55
SHF	21	9	\$28.20	\$4,887.74	\$58,652.83
SHF	21	10	\$28.89	\$5,008.41	\$60,100.86
SHF	21	11	\$29.61	\$5,132.08	\$61,584.90
SHF	21	12	\$30.34	\$5,258.85	\$63,106.22
SHF	21	13	\$31.09	\$5,388.73	\$64,664.78
SHF	21	14	\$31.86	\$5,521.82	\$66,261.84
SHF	21	15	\$32.64	\$5,658.22	\$67,898.63
SHF	21	16	\$33.45	\$5,797.93	\$69,575.16
SHF	21	17	\$34.28	\$5,941.16	\$71,293.92
SHF	21	18	\$35.12	\$6,087.91	\$73,054.95
SHF	21	19	\$35.99	\$6,238.18	\$74,858.14
SHF	21	20	\$36.88	\$6,392.28	\$76,707.31

City of Norfolk – Sheriff Pay Structure					
Plan	Grade	Step	Hourly Rate	Monthly Rate	Annual Rate
SHF	22	1	\$25.58	\$4,433.31	\$53,199.72
SHF	22	2	\$26.21	\$4,542.80	\$54,513.65
SHF	22	3	\$26.86	\$4,654.99	\$55,859.84
SHF	22	4	\$27.52	\$4,769.96	\$57,239.55
SHF	22	5	\$28.20	\$4,887.74	\$58,652.83
SHF	22	6	\$28.89	\$5,008.41	\$60,100.86
SHF	22	7	\$29.61	\$5,132.08	\$61,584.90
SHF	22	8	\$30.34	\$5,258.85	\$63,106.22
SHF	22	9	\$31.09	\$5,388.73	\$64,664.78
SHF	22	10	\$31.86	\$5,521.82	\$66,261.84
SHF	22	11	\$32.64	\$5,658.22	\$67,898.63
SHF	22	12	\$33.45	\$5,797.93	\$69,575.16
SHF	22	13	\$34.28	\$5,941.16	\$71,293.92
SHF	22	14	\$35.12	\$6,087.91	\$73,054.95
SHF	22	15	\$35.99	\$6,238.18	\$74,858.14
SHF	22	16	\$36.88	\$6,392.28	\$76,707.31
SHF	22	17	\$37.79	\$6,550.10	\$78,601.18
SHF	22	18	\$38.72	\$6,711.85	\$80,542.23
SHF	22	19	\$39.68	\$6,877.64	\$82,531.72
SHF	22	20	\$40.66	\$7,047.47	\$84,569.65
SHF	23	1	\$26.86	\$4,654.99	\$55,859.84
SHF	23	2	\$27.52	\$4,769.96	\$57,239.55
SHF	23	3	\$28.20	\$4,887.74	\$58,652.83
SHF	23	4	\$28.89	\$5,008.41	\$60,100.86
SHF	23	5	\$29.61	\$5,132.08	\$61,584.90
SHF	23	6	\$30.34	\$5,258.85	\$63,106.22
SHF	23	7	\$31.09	\$5,388.73	\$64,664.78
SHF	23	8	\$31.86	\$5,521.82	\$66,261.84
SHF	23	9	\$32.64	\$5,658.22	\$67,898.63
SHF	23	10	\$33.45	\$5,797.93	\$69,575.16
SHF	23	11	\$34.28	\$5,941.16	\$71,293.92
SHF	23	12	\$35.12	\$6,087.91	\$73,054.95
SHF	23	13	\$35.99	\$6,238.18	\$74,858.14
SHF	23	14	\$36.88	\$6,392.28	\$76,707.31
SHF	23	15	\$37.79	\$6,550.10	\$78,601.18
SHF	23	16	\$38.72	\$6,711.85	\$80,542.23
SHF	23	17	\$39.68	\$6,877.64	\$82,531.72
SHF	23	18	\$40.66	\$7,047.47	\$84,569.68
SHF	23	19	\$41.66	\$7,221.54	\$86,658.51
SHF	23	20	\$42.69	\$7,399.86	\$88,798.26